

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Project Management Specialist 1

Position Number: 81100, 23003, 81109, 81005, 23010, 80017, 81026, 81021

Location: Helena Department: Transportation

Division: Information Services Division

Bureau: IT Project & Portfolio Management Bureau Section and Unit: Project Management

Job Overview:

This position is responsible for coordination and management of technology initiative projects with low-medium complexity or phases of complex technology initiative projects. The project manager (PM) is a critical link between the coordination of projects and business and agency goals. Through the application of project management principles, methodologies, and practices, as defined by the Project Management Institute (PMI), the PM will manage all aspects of a project from concept through delivery, ensuring agency alignment, standards compliance and business value in support of identified goals and objectives. This position reports to the Portfolio Manager and does not supervise others.

Essential Functions (Major Duties or Responsibilities):

Project Management, Business Process Analysis and Contract Management - 95%

- Responsible for all aspects of a project, through the entire life cycle, as defined by PMI.
- Lead cross-functional teams from concept to closure, to deliver projects on time, within scope, and on budget.
- Responsible for leading and coaching a SAFe scrum team through the process of breaking down work into feature and stories.
- Facilitate stakeholder engagement and ensure, facilitate and provide appropriate levels of communication.
- Identify project risks, issues and dependencies; Monitor, document, and implement mitigation strategies.
- Elicit, define, develop and document project scope.
- Create and manage appropriate, comprehensive project management plans and documentation using standards and guidelines defined by PMI. Examples include procurement documents,

contracts, charter, schedule, management plan, communication plan, issue & risk plan, closure plan, backlog, sprint plan, burn down chart, user stories, test cases, etc.

- Ensure compliance with state IT governance, procurement, and security policies.
- Identify and manage the delivery & acceptance of project deliverables.
- Practice change management in line with PMI and/or SAFe defined processes and procedures.
- Demonstrates thorough understanding of SAFe Agile and business analysis processes by identifying and championing potential improvements to MDT's project management and business analysis processes.
- Translate business needs into functional specifications for developers and vendors.
- Monitors and manages IT and business requirements and user stories.
- Facilitates stakeholder meetings and workshops.
- Ensure stakeholder satisfaction by managing project goals and objectives.
- Monitor and manage project quality to ensure the deliverables will satisfy the needs for which the project was undertaken.
- Monitor & routinely report project status to appropriate parties such as sponsors, team, stakeholders and state & legislative oversight committees.
- Practice change management in line with PMI defined processes and procedures.
- Receive, report and monitor expenditure amounts, based on the funding source and level, while ensuring expenses are valid and within contract agreement.
- Actively participates in business process analysis activities, providing accurate and complete documentation.
- Provide oversight of vendors, consultants, and outsourcing services to ensure compliance with contracts.
- Perform project post-implementation activities such as soliciting feedback from stakeholders, preparing a report, and archiving of information.

Other Duties 5%

Perform a variety of other duties and activities as assigned by ISD management in support of the Department mission and objectives.

Supervision

The number of employees supervised is: N/A

The position number for each supervised employee is: N/A

Physical and Environmental Demands:

- Works in a typical office environment.
- Limited travel around the Helena area and occasional district or other site visits

Knowledge, Skills and Abilities (Behaviors):

- Thorough knowledge of project management principles, methodologies, and practices.
- Experience with project management software tools (e.g. Microsoft Project, Jira, Smartsheet).
- Knowledge of business process analysis techniques.
- Knowledge of IT procurement procedures and contract management.
- Understanding of computer programming methodologies, and network technologies.
- Understanding of technical development activities such as SDLC, Agile and Waterfall methodologies.
- Understanding of requirements elicitation and verification, and all phases of test activity.
- Skill in negotiation and/or persuasion to effectively coordinate the efforts of both technical and nontechnical staff.
- Skill in development of project plans, process flows, and general documentation typically utilizing MS Office 0365 & Microsoft Teams.
- Advanced skills in process analysis, facilitation, and meeting management.
- Ability to translate and communicate technical and business requirements.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's degree in business, information technology, or related field.

This position requires a minimum of 4 years or project management experience, business analysis experience, or related field.

Preferred: 1 year of experience in the IT industry.

Certifications, licensure, or other credentials include: Certifications such as Certified associate in project management (CAPM), Certified Business Analyst Professional (CBAP), Project Management Professional (PMP), or Agile/Scrum are desirable.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

☐ Fingerprint check

☐ Valid driver's license

☐ Background check

☐ Other; Describe

035 Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
-----------------------------	--------------	-------------

Administrative Review	Title	Date
------------------------------	--------------	-------------

My signature below indicates that I have read this job description.

Employee	Title	Date
-----------------	--------------	-------------

Human Resources Review

Job Code Title: Project Management Specialist 1 Job Code Number: B1J031 Level: 1

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☒ Telework Available

☐ Telework Not Available

☒ Classification Complete

☐ Organizational Chart attached

Human Resources:

Signature

Title

Date