## Position Description

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<td>ENT APPS &amp; INFRASTRUCTURE SVCS - 061419</td>
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<td>Position:</td>
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### POSITION DETAILS

**Job Summary:**

As a member of the Information & Educational Technology (IET) Project Management Office, this position will act as a project manager and analyst by implementing multiple IET and campus projects under the supervision of management, participating in the organization and construction of project deliverables, and managing the change management and production release of chosen solutions.

Project management activities include coordinating IET and external staff and resources to build and implement technical solutions. These projects are characterized by one or more of the following:

- Functional deliverables that will likely impact multiple departments, including multiple stakeholders;
- Robust security requirements to ensure the integrity of data;
- Multiple IET and other technical resources;
- The use of multiple modes of communication depending on the audience;
- Small to medium project impacts
- Leading project discovery initiatives

In this role, the project manager will work with project teams to collect project requirements and specifications, complete all project planning and scoping activities, and develop and execute a project plan. Documentation throughout projects will be key including the documentation of requirements, analysis, proposed or recommended solutions as well as other project items.

**Campus Job Scope:**

Information and Educational Technology (IET) often acts as a technology consultant and project manager to the campus and individual departments. The objective is to advise the campus as to the appropriate application of technology in solving business problems, and to manage critical campus projects which implement information technologies.

**Department Specific Job Scope:**

This position has moderate influence on campus-wide technology efforts by virtue of participation in initiatives with moderate technology policy implications, the management of technical projects, membership in various IET committees, and participation with business units on product/solution surveys.

**Positions Supervised:**

N/A

**Essential Responsibilities:**

- Plan new projects, including conducting facilitated sessions to document all project tasks, deliverables, and ongoing project services.
- Identify and document project roles and responsibilities for project team members.
- Mobilize project teams.
- Build project budgets and track issues when needed.
- Identify/track/communicate and mitigate risks and issues which have project or campus impact or implications.
- Manage project teams to the project plan.
- Report to executive management in a manner that discusses progress against the plan, barriers, risks, contingencies, costs.
- Manage multiple projects of various types including, but not limited to: application development, Software as a Service (SaaS), Platform as a Service (PaaS), business process redesign, vendor management, requests for proposal (RFP), IT infrastructure, service implementation, and on-boarding a new group on to an existing service.
- Apply the following methodologies as needed: Agile Scrum, Waterfall, hybrid.
- Lead the project team in problem solving and making sponsor recommendations.
- Maintain project accountability.
- Develop communications and documentation in support of new features and releases; communicate internally and externally as appropriate.
- Maintain and update all project-related documentation.
- Develop and execute communication plans for each project managed.

40% ANALYTICAL STUDIES
- Compile, analyze, and make recommendations pertaining to the application of technology to business problems for IET departments and external departments.
- Participate in assessments for project resources.
- Interpret and clarify significant project findings and conclusions to executive management.
- Develop plans or proposals that include cost benefit analysis, policy, and business process implications.
- Conduct group facilitation and individual interviews in order to identify business requirements and identify issues.
- Identify changes to existing business processes and personnel, and develop appropriate change management plans.

Physical Demands:
Occasional travel required. Travel between campus and off-campus locations.

Work Environment:
- Due to the mission-critical services provided by this department, this position may work hours other than M-F 8-5, especially in response to system problems. Work flexible or extended hours as workload demands.
- Must be routinely on-call as required.
- Work in a busy office environment with frequent interruptions.
- Vacations are restricted during busy times.
- UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

Background Check:
Yes

QUALIFICATIONS
Minimum Qualifications:
Experience leading a project team through the development and implementation of a planned project; developing documentation for the stages of project management; developing resource requirements and plans for contingencies, change and scope management, communications planning and management, operational transition and risk management.

Analytical skills including translating knowledge into new context; interpreting, comparing and contrasting facts; ordering, grouping, and inferring concepts using methods and theories in new situations; organizing data; deconstructing components; combining and relating knowledge from several area; drawing conclusions; comparing and discriminating between ideas; making choices based
on reasoned argument.

Knowledge of technology architecture, networks, hardware technologies, software development, security services, workflow technology, database tools, desktop technology, and business process analysis.

Experience managing projects and coordinating teams utilizing an application development methodology such as Agile Scrum, Waterfall and hybrid methodologies.

Written and oral communications skills to communicate to various levels of knowledge and management. Experience presenting complex concepts and recommendations, including tailoring presentations for a wide variety of audiences, including executive management.

Experience working with Word, PowerPoint, Excel, MS Project, Google Apps, Box.com, and other project management tools.

Preferred Qualifications for Selection:

- Bachelor's degree in Project Management, Computer Science or related field, or equivalent experience.
- Experience as a project manager managing enterprise-wide, complex information technology projects.
- PMP Certification, Agile Scrum Master certification, and/or ITIL Certification.
- Experience interpreting and applying policy.
- Experience working and collaborating with team members, stakeholders, sponsors, management and other project members

Expectations

- Follow and model the UC Davis Principles of Community.
- Communication skills to effectively present information (oral, written, presentation, documentation).
- Use tact and diplomacy for interactions with others.
- Able to work with challenging people in a constructive manner.
- Adapt to different personalities and team cultures.
- Consistently keep team, stakeholders and sponsors updated on changes/risks/decisions in a timely manner.
- Convey a helpful and positive attitude in support of the department's client service environment.
- Support departmental goal of providing positive, innovative and effective customer service through performance of job functions.
- Work cooperatively with others to achieve and maintain a strong client service environment.
- Maintain flexibility in a continuously changing and fast paced work environment.
- Excellent organizational and analytical skills to establish priorities, organize tasks, and direct effective implementation of tasks in a demanding work environment.
In coordination with the project sponsor, team, and PM supervisor, follows projects through to successful completion with a high degree of quality.

Effectively establish priorities, organize tasks, and direct effective implementation of tasks in a demanding work environment. Work independently under general direction from management to manage workload across multiple simultaneous projects, to maintain a high level of productivity, and to meet deadlines under time constraints and continuously shifting priorities.

Willing to learn and apply new technology and develop skills to promote professional growth. This may also include a willingness to attend conferences, classes, and exhibits when appropriate.

Accountable for the safekeeping of resources in the employee's care and custody, and for following and implementing the cyber-safety guidelines.

Able to cultivate trust and build successful working relationships with stakeholders, subject matter experts, and other relevant staff and management. This will often include diverse groups of people with internal and external affiliations with UC Davis.

Exercise discretion when working IET and with external departments.