

## Position Description

### Position Description

JOB ID:	13006
Position Number:	02008179
UC Path Position #	40216603
Dept:	IET - OPERATIONS - 061420
Position:	Project Manager
Approved Payroll Title Code:	0522
Approved Payroll Title:	TCHL PROJECT MGT PROFL 4
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	MSP25
<b>POSITION DETAILS</b>	
Job Summary:	<p>As a member of the Information &amp; Educational Technology (IET) Project Management Office staff, this position will act as a project manager and analyst under the general direction of management by evaluating the suitability of proposed and in-progress IET and campus projects, participating in recommendations for the organization and construction of project deliverables and services, and managing the change management and implementation of chosen solutions.</p> <p>This position must work cohesively with departmental level leadership to ensure success and will be responsible for monitoring the effectiveness, development, and execution of major projects. This position has extensive influence on campus-wide technology efforts by virtue of contributions to the campus in the use of technology, participation in initiatives with significant technology policy implications, management of complex technical projects, participation with business units on product/solution surveys, and participation in RFP and RFQ processes related to campus computing.</p>
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:	The IET PMO has extensive influence on campus-wide technology efforts by virtue of contributions to the campus in the use of technology, participation in initiatives with significant technology policy implications, management of complex technical projects, participation with business units on product/solution surveys, and participation in RFP and RFQ processes related to campus computing.
Positions Supervised:	<p>NA</p> <p>60% PROJECT MANAGEMENT</p> <ul style="list-style-type: none"> <li>-Manage projects with general oversight and supervision from the Project Management Office.</li> <li>-Plan new technology projects, including conducting facilitated sessions to identify all project tasks, deliverables, and ongoing project services.</li> </ul>
Essential Responsibilities:	<ul style="list-style-type: none"> <li>-Manage technology projects, some of which will be hardware and networking intensive, with an understanding of how the relationships and configurations between existing and new technologies affect IET's ability to deliver services.</li> <li>-Identify and document project roles and responsibilities for project team members.</li> <li>-Mobilize project teams.</li> </ul>

- Develop budget, resource, implementation, quality assurance, and testing plans with the project team that reflect methodologies appropriate to the technology and other factors.
- Identify/track/communicate and mitigate risks and issues which have project or campus impact or implications.
- Manage project teams to the project plan.
- Report progress against the plan, barriers, risks, contingencies, and costs to executive management.
- 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 project teams in problem solving and making sponsor recommendations.
- Maintain project accountability.
- Identify/track interdependencies with other projects.
- 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.
- Develop, analyze, and implement resource, staffing, capacity, and project plans.
- Validate and perform quality assurance of data collected by systems or staff.
- Evaluate appropriateness of technology solutions in the context of program priorities, budget constraints, and campus architecture.
- Interpret and clarify findings and conclusions to executive management.
- Create or revise analytical approaches to reflect current priorities and circumstances.
- Develop plans or proposals that include cost benefit analysis, policy, financial, operational, and organizational implications.
- Facilitate groups and conduct individual interviews to identify functional requirements and critical issues.
- Identify changes to existing business processes and personnel, and develop appropriate change management plans.
- Identify issues which have campus impact or implications.

Physical Demands:

- Occasional travel required. Travel between campus and off-campus locations.
- 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.
- Must be routinely on-call as required.

Work Environment:

- 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 development and implementation of project planning documents; budget development, resource, test, implementation, quality assurance, contingency, risk management plans, change and scope management, communication planning and management, operational transition;

and development and application of project methodologies.

Technical knowledge of architecture and tools for the following: software application development; web services; security services; workflow technology; data repository services; client-server technology; cloud-based technologies; desktop technology; file services; directory services; and business process analysis.

Experience applying project management standards, processes, tools, team leadership, and techniques appropriate for a variety of project types, sizes and criticalities.

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 areas; drawing conclusions; comparing and discriminating between ideas; and making choices based on reasoned argument.

Experience managing projects and coordinating teams using Agile Scrum, Waterfall and hybrid methodologies.

Written and oral communication skills to communicate to various levels of knowledge and management levels. Experience presenting complex concepts and recommendations, including tailoring presentations to 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 with an emphasis in technology management or information management or related field, or an equivalent combination of education and experience.

Experience interpreting and applying policy.

Extensive experience in managing complex information technology projects for which an application development methodology was enforced.

Experience as primary, lead or sole project manager managing enterprise-wide, complex information technology projects.

PMP Certification, Agile Scrum Master certification, and/or ITIL Certification.

Experience adapting to shifting priorities demands and timelines.

Experience in building and managing customer/client relationships

**Expectations**

Job Expectations

Follow and model the UC Davis Principles of Community.

Hands on, proactive, team leader.

Use tact and diplomacy for interactions with others.

Communicate effectively to describe technical requirements to technical and non-technical audiences and interpersonal skills, using tact and diplomacy for interactions with others.

Work as a member of a team.

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. Able to work with challenging people in a constructive manner. Adapt to different personalities and team cultures.

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. Ability to cope with a changing environment and shifting priorities.

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, follow projects through to successful completion with a high degree of quality.

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.

Attend conferences, classes, trainings 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.

Adhere to workplace safety practices, read information communicated about workplace safety, complete required safety training on time, & report any workplace safety issues promptly to their supervisor or the designated safety coordinator. Make complex decisions, understand implications, and anticipate consequences.

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.

Effectively work with a team throughout a project life cycle, members of which may include quality control analysts, programmers, system administrators, communication analysts, outside vendors, and database administrators.

Instill trust and a good working relationship with project sponsors in response to developing requirements, planning, managing budgets, tracking tasks, managing change resulting from new product offerings, and scheduling the implementation of products.

Exercise discretion when working with IET and external departments.