## IT PROJECT MANAGEMENT

### General Summary
Collaborate across organizational and disciplinary boundaries to define and execute technology-based change initiatives, delivering discrete technical and/or programmatic benefits and outcomes. Understand, adapt and apply appropriate core project management disciplines encompassing methodology, cost, scheduling, performance, risk, quality and resource management competencies to achieve specific success criteria across the entire project management life cycle.

**Note:** Project size and complexity are assessed in terms of budget, mission criticality, regulatory requirements and constraints, technical and / or solution complexity, timeframe, risk levels and impacts, resource diversity and number of involved stakeholders organizations.

### IT Project Manager I
**Jobcode: IPPR23**
**Pay Band: IE**
**FLSA Status: Exempt**

#### Distinguishing Characteristics
Under general supervision, plan, manage and lead the execution of projects of small size and/or limited level of complexity. Knowledge of foundational project management disciplines, methods and tools. Sufficient technology and programmatic domain knowledge to provide insightful planning, management and oversight of project progress and results.

#### Recommended Education and Experience for Full Performance
Bachelor's Degree in Computer Science, Management Information Systems (MIS), Business Administration, or Information Technology and four (4) years of experience in software development, project management, or systems analysis. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience. CAPM certification may be substituted for one year of experience.

#### Minimum Qualifications
Associate's Degree in Computer Science or similar technical major and four (4) years of experience in software development or systems analysis. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience. CAPM certification may be substituted for one year of experience.

#### Essential Duties and Responsibilities*
1. Collaborate with project stakeholders and contribute to or lead project initiation activities which may include assessment if regulatory compliance requirements, define scope and performance measures, develop business case, and/or determine project approach.
2. Contribute to or lead project planning activities – e.g., perform alternatives analysis and assess feasibility, refine scope and performance measures, finalize project approach, develop schedule, identify resource requirements, develop project budget, establish initial project team, document project management plan.
3. Understand and apply various methodology and tools for specific projects and situations to deliver consistent, effective, and quality project results.
4. Manage project execution including budget, cost/schedule/performance, risks, reporting, issues, governance, resources, quality, scope, outcomes and results
5. May participate actively in procurement-related activities.
6. Lead or participate in project close-out activities – e.g., transition, lessons learned, post-implementation review, archive

7. Participate in and facilitate problem solving; defining the problem, performing root cause analysis, exploring options and solutions, understanding constraints, and recommending best solution based on data-driven analysis.
8. Apply interpersonal skills to establish credibility and rapport with team members, management, and stakeholders.
9. Contribute to continuous quality improvement of internal systems and solution delivery processes.

## IT Project Manager II

**Jobcode: IPPR26**
**Pay Band: IF**
**FLSA Status: Exempt**

### Distinguishing Characteristics
Independently plan, manage and lead the execution of singular projects of a medium size and/or level of complexity. Master of foundational project management disciplines, methods and tools. Sufficient technology and programmatic domain knowledge to provide insightful planning, management and oversight of project progress and results.

### Recommended Education and Experience for Full Performance
Bachelor's Degree in Computer Science, Management Information Systems (MIS), Business Administration, or Information Technology and six (6) years of experience in software development, project management, or systems analysis, with a minimum four (4) years of experience in the PM role. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling ten (10) years may substitute for the required education and experience. CAPM/PMI-ACP certification may be substituted for one year of experience. PMP/PgMP certification may be substituted for two year of experience.

### Minimum Qualifications
Bachelor's Degree in Computer Science, Management Information Systems (MIS), Business Administration, or Information Technology and four (4) years of experience in software development, project management, or systems analysis, with a minimum two (2) years of experience in the PM role. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience. CAPM/PMI-ACP certification may be substituted for one year of experience. PMP/PgMP certification may be substituted for two year of experience.

### Essential Duties and Responsibilities*
1. Collaborate with project stakeholders and lead project initiation activities such as assess regulatory compliance requirements, define scope and performance measures, develop business case, and determine project approach.
2. Collaborate with project team, lead project planning activities such as perform alternatives analysis and assess feasibility, refine scope and performance measures, finalize project approach, develop schedule, identify resource requirements, develop project budget, establish initial project team, and document project management plan.
3. Identify, adapt and implement the appropriate methodology and tools for specific projects and situations to deliver consistent, effective, and quality project results.
4. Manage project execution – e.g., budget, cost/schedule/performance, risks, reporting, issues, governance, resources, quality, scope, outcomes and results
5. Participate actively in procurement-related activities.
6. Lead project close-out activities – e.g., transition, lessons learned, post-implementation review, archive

7. Lead and facilitate problem solving; defining the problem, performing root cause analysis, exploring options and solutions, understanding constraints, and recommending best solution based on data-driven analysis.
8. Contribute to continuous quality improvement of internal systems and solution delivery processes.
9. Mentor division staff responsible for managing small projects.

## IT Project Manager III
**Jobcode: IPPR30**
**Pay Band: IG**
**FLSA Status: Exempt**

### Distinguishing Characteristics
Independently plan, manage and lead the execution of singular projects of a large and/or level of complexity. Maintain an expert level of technology and/or programmatic domain knowledge to provide insightful planning, management and oversight of project progress and results.

### Recommended Education and Experience for Full Performance
Bachelor's Degree in Computer Science, Management Information Systems (MIS), Business Administration, or Information Technology and eight (8) years of experience in software development, project management, or systems analysis, with a minimum four (4) years of experience in the PM role. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling twelve (12) years may substitute for the required education and experience. CAPM/PMI-ACP certification may be substituted for one year of experience. PMP/PgMP certification may be substituted for two year of experience.

### Minimum Qualifications
Bachelor's Degree in Computer Science, Management Information Systems (MIS), Business Administration, or Information Technology and six (6) years of experience in software development, project management, or systems analysis, with a minimum two (2) years of experience in the PM role. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling ten (10) years may substitute for the required education and experience. CAPM/PMI-ACP certification may be substituted for one year of experience. PMP/PgMP certification may be substituted for two year of experience.

### Essential Duties and Responsibilities*
1. Collaborate with project stakeholders and lead project initiation activities such as assess regulatory compliance requirements, define scope and performance measures, develop business case and determine project approach.
2. Collaborate with project team, lead project planning activities such as perform alternatives analysis and assess feasibility, refine scope and performance measures, finalize project approach, develop schedule, identify resource requirements, develop project budget, ROI analysis and success criteria, establish initial project team, and document project management plan.
3. Lead activities in the procurement cycle and contract/vendor management, e.g.,
4. Manage project execution including budget, cost/schedule/performance, risks, reporting, issues, governance, resources, quality, scope, outcomes and results
5. Lead and facilitate problem solving; defining the problem, performing root cause analysis, exploring options and solutions, understanding constraints, and recommending best solution based on data-driven analysis.
6. Contribute to continuous quality improvement of internal systems and solution delivery processes.
7. Mentor division staff responsible for managing small projects.

8. Lead project close-out activities including transition, lessons learned, post-implementation review, and artifact archival.
9. Perform vendor management, advanced problem solving, contract negotiation, conflict resolution, customer relationship skills and consensus building.
10. Represent project status, progress and budget to departmental leadership and the governance organization.
11. Coordinate across boundaries to manage change for adoption and sustained business value and success as a result of project.

**IT Project Manager IV**
**Jobcode: IPPX35**
**Pay Band: IH**
**FLSA Status: Exempt**

*Distinguishing Characteristics*
Concurrently plan, manage and lead the execution of multiple projects of any size and/or level of complexity at a program level. Master of foundational project management disciplines, methods and tools. Define and lead internal process improvement initiatives across organizational and functional boundaries. Sufficient technology and programmatic domain knowledge to provide insightful planning, management and oversight of project progress and results.

*Recommended Education and Experience for Full Performance*
Bachelor's Degree in Computer Science, Management Information Systems (MIS), Business Administration, or Information Technology and ten (10) years of experience in software development, project management, or systems analysis, with a minimum four (4) years of experience in the PM role. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling fourteen (14) years may substitute for the required education and experience. CAPM/PMI-ACP certification may be substituted for one year of experience. PMP/PgMP certification may be substituted for two year of experience.

*Minimum Qualifications*
Bachelor's Degree in Computer Science, Management Information Systems (MIS), Business Administration, or Information Technology and eight (8) years of experience in software development, project management, or systems analysis, with a minimum two (2) years of experience in the PM role. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling twelve (12) years may substitute for the required education and experience. CAPM/PMI-ACP certification may be substituted for one year of experience. PMP/PgMP certification may be substituted for two year of experience.

*Essential Duties and Responsibilities\**
1. Collaborate with project stakeholders and lead project initiation activities to assess regulatory compliance requirements, define scope and performance measures, develop business case, and determine project approach
2. Collaborate with project team and lead project planning activities including perform alternatives analysis and assess feasibility, refine scope and performance measures, finalize project approach, develop schedule, identify resource requirements, develop project budget, ROI analysis and success criteria, establish initial project team, and document project management plan
3. Identify, adapt and implement the appropriate software development methodology and tools for specific projects and situations to deliver consistent, effective, and quality project results.
4. Lead and facilitate problem solving; defining the problem, performing root cause analysis, exploring options and solutions, understanding constraints, and recommending best solution based on data-driven analysis.

5. Manage project execution including budget, cost/schedule/performance, risks, reporting, issues, governance, resources, quality, scope, outcomes and results.
6. Define and lead continuous quality improvement of internal systems and solution delivery processes.
7. Mentor division staff responsible for managing small projects.
8. Participate/lead development of procurements and associated documents (e.g., RFPs, RFIs, RFQs, contract templates), define acceptance criteria and manage vendor performance throughout the procurement lifecycle.
9. Portfolio management –ROI analysis, prioritization
10. Coordinate across boundaries to manage change for adoption and sustained business value and success as a result of project
11. Lead project close-out activities including transition, lessons learned, post-implementation review, and artifact archival.
12. Define and drive departmental level process improvement initiatives.

## IT Project Manager V
**Jobcode: IPPX40**
**Pay Band: II**
**FLSA Status: Exempt**

### Distinguishing Characteristics
Concurrently plan, manage and lead the execution of projects of any size and/or level of complexity at a portfolio level. A master of foundational project management disciplines, methods and tools, and a mentor to Define and lead internal process improvement initiatives across organizational and functional boundaries. Project Managers in their application. Sufficient technology and programmatic domain knowledge to provide insightful planning, management and oversight of project progress and results.

### Recommended Education and Experience for Full Performance
Bachelor's Degree in Computer Science, Management Information Systems (MIS), Business Administration, or Information Technology and twelve (12) years of experience in software development, project management, or systems analysis, with a minimum four (4) years of experience in the PM role. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling sixteen (16) years may substitute for the required education and experience. CAPM/PMI-ACP certification may be substituted for one year of education. PMP/PgMP certification may be substituted for two year of experience.

### Minimum Qualifications
Bachelor's Degree in Computer Science, Management Information Systems (MIS), Business Administration, or Information Technology and ten (10) years of experience in software development, project management, or systems analysis, with a minimum of two (2) years of experience in the PM role. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling fourteen (14) years may substitute for the required education and experience. CAPM/PMI-ACP certification may be substituted for one year of education. PMP/PgMP certification may be substituted for two year of experience.

### Essential Duties and Responsibilities*
1. Collaborate with stakeholders, lead project initiation activities to assess regulatory compliance requirements, define scope and performance measures, develop business case, and determine project approach.
2. Collaborate with project team and lead project planning activities including perform alternatives analysis and assess feasibility, refine scope and performance measures, finalize project approach, develop schedule,

identify resource requirements, develop project budget, establish initial project team, document project management plan

3. Identify, adapt and implement the appropriate methodology and tools for specific projects and situations to deliver consistent, effective, and quality project results.
4. Manage project execution including budget, cost/schedule/performance, risks, reporting, issues, governance, resources, quality, scope, outcomes and results
5. Participate actively in procurement-related activities
6. Lead project close-out activities including transition, lessons learned, post-implementation review, archive
7. Lead and facilitate problem solving; defining the problem, performing root cause analysis, exploring options and solutions, understanding constraints, and recommending best solution based on data-driven analysis.
8. Contribute to continuous quality improvement of internal systems and solution delivery processes.
9. Mentor division staff responsible for managing small projects.
10. Support a culture of performance and accountability for project success.
11. Exercise executive level responsibility for finance, budget, personnel, and facilities.
12. Provide project/program management support for Department initiatives
13. Perform ROI analysis.
14. Understand and participate actively in procurement cycle and in contract/vendor management.
15. Manage vendor performance.
16. Participate/lead development of procurements and associated documents (e.g., RFPs, RFIs, RFQs, contract templates).
17. Define acceptance criteria.
18. Coordinate across boundaries to manage change for adoption and sustained business value and success as a result of project

| **Bargaining Unit:** | **Project Manager I, II, may be covered.** |
| | **Project Manager III, IV, V not represented.** |

**Statutory Requirements:**

**Conditions of Employment:**

**Working Conditions:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization*, *essential functions* and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

| **Established: 6/23/2016** | **Revised:** |

*\*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*

*\*\* Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*