

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (X) EXISTING POSITION

PART I - Position Description

1. Agency Name Department of Children and Families	9. Position Number K0204141	10. Budget Program Number
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) IT Project Manager	
3. Division Information Technology Services	12. Proposed Class Title	
4. Section Planning and Client Services	13. Allocation	
5. Unit Project Management Office	14 (a). Effective Date	14 (b). FLSA Code
6. Location (address where employee works) City 503 S. Kansas Ave. County Topeka, KS 66603	15. By _____ Approved	
7. (Circle appropriate time) Full Time X Perm X Inter Part Time Temp %	16. Audit Date: _____ By: _____ Date: _____ By: _____	
8. Regular Hours (circle appropriate time) From: 8:00 AM To: 5:00 PM	17. Position Reviews Date: _____ By: _____	

PART II - Organizational Information

Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

Position exists to coordinate and manage IT projects that will align with the agency strategic plan and facilitate the accomplishment of the agency's mission, goals, and objectives. In addition, this position assists the Manager of ITS Project Management in the planning, development, and implementation of projects, policies, and procedures to ensure effective delivery of ITS projects.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Michael Wilkerson	Title: Director of IT Project Management Office	Position Number: K0061006
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Who evaluates the work of an incumbent in this position?

Name: Michael Wilkerson	Title: Director of IT Project Management Office	Position Number: K0061006
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

Assignments will be given in the form of desired objectives or outcomes. The employee will have considerable latitude in developing tasks, tracking progress, and establishing associated milestones to achieve the objectives or outcomes. Objectives and outcomes will be reviewed based on timely completion and effectiveness.

- d) Which statement best describes the result of error in action or decision of this employee.
- () Minimal property damage, minor injury, minor disruption of the work flow.
 - () Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 - (X) Major program failure, major property loss, or serious injury of incapacitation.
 - () Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:) **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position.

No.	%	E O R M	
1	10%	E	<p>Project Approval and Prioritization</p> <ul style="list-style-type: none"> • Consult with agency business and information technology (IT) managers and staff regarding the development of new projects. • Support the agency’s Project Management Portfolio process through analysis, presentations, and reports for the agency’s leadership. • Complete the Planned Project Template for CITO reportable projects.
2	20%	E	<p>Project Planning</p> <ul style="list-style-type: none"> • Develop or assist in the development of project plans (including schedules, Communication Plans, Quality Plans, Deliverable Definition Documents, etc.), budget requests, and management procedures. • Initiate project specific tools (such as MS Project and SharePoint) and practices within the DCF and State of Kansas guidelines which will be used to facilitate project tracking, reporting, and collaboration. • Coordinate and develop High Level and Detailed planning documents for CITO reportable projects. • Coordinate and develop Federal Planning and Implementation Advanced Planning Documents (APD). Evaluate project plans for compliance with architecture, standards, policies, and guidelines. • Provide IT project oversight to agency business and IT managers for compliance with information technology project planning guidelines, standards, policies and methodologies. • Ensure the budgetary and technological impacts on agency programs have been identified when acquiring hardware, software, and vendor services. • Participate and/or lead in the development of vendor contracts.
3	65%	E	<p>Project Execution</p> <ul style="list-style-type: none"> • Manage IT project plans and coordinate the work of project staff, internal and contracted, working on the project. • Track project progress against established timeline, budget, and deliverable definitions. • Maintain project specific tools and practices to ensure effective project tracking, reporting, and collaboration. • Identify, report, and facilitate the resolution of project deficiencies in the form of issues and risks. • Consult with agency business and information technology managers regarding progress of projects. • Provide project related presentations/briefings as required. • Coordinate and provide reporting on CITO reportable projects. • Conduct lessons learned sessions and develop close out documentation.
4	5%	M	<p>General Duties</p> <ul style="list-style-type: none"> • Provide support for the Project Management Office’s overall responsibilities, such as, agency project portfolio management, CITO liaison and reporting requirements, and maintenance of agency project management tools. • Assist Project Analysts and other Project Managers as required. • Other duties as assigned.

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Failure of critical agency projects, which, at a minimum, will result in additional monetary cost to the agency, and, at worst, result in services not being delivered to the citizens of Kansas who rely on those services for their well being.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

(X) Lead worker assigns, trains, schedules, oversees, or reviews work of others.

() Plans, staffs, evaluates, and directs work of employees of a work unit.

() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Frequent contact is required with all levels of DCF and vendors. Routine contact is required with State officials, officials of other states, and federal agencies. Only occasional public contact is required. Contact with these entities is to promote project objectives, communicate project status, and ensure project delivery meets established requirements.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal office environment.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Normal office equipment: personal computers (75% frequency of use); copiers, printers, and scanners (5% frequency of use); and, fax machines (1% frequency of use).

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Bachelor's degree and three years experience with IT related project management or five years experience with IT related project management. Additional experience in the areas listed above may be substituted for the required education as determined relevant by the agency.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

Must possess a Kansas IT Project Management Methodology Certification or a traditional IT Project Management Methodology Certification or obtain certification within one year of employment. Some positions in this class series may require a security clearance at the time of appointment.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

None beyond number 28. A. above.

C. List preferred education or experience that may be used to screen applicants.

Please see number 27 above.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

None beyond those normally required to operate within an office environment.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

None beyond those normally required in an office environment.

PART IV – Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing
Authority

Date