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Job Title: Project Manager II

Date: 10/19/21

Type of Posting: Internal and External

Salary Range: \$60,000-\$70,000

WIT JPID: 14874533

Salary Group: B22

FLSA Status: Exempt

Apply online at www.workintexas.com (Job posting: 14874533), then email your résumé & cover letter to HR@wfscapitalarea.com.

ORGANIZATION AND PURPOSE

Workforce Solutions Capital Area is a non-profit organization that connects people to jobs. We are a recognized leader in workforce development. Our reputation is built upon collaboration, accountability, and innovation.

This mission of Workforce Solutions Capital Area is to lead the region's workforce development system in support of a world-class workforce. We believe that training and education aligned to the needs of local employers are the foundation of a competitive workforce. We utilize a strategic approach to workforce development, based on analytics, to ensure that programs and services meet the needs of job seekers and employers.

GENERAL DESCRIPTION

Performs project management and business analysis work. Work involves coordinating the planning and initiation of projects at various levels of completion; monitoring the progress and schedule of projects; and communicating with project stakeholders, management, and other relevant parties. Gathers, develops, and documents user requirements; reviews, assesses, and develops business processes; creates and validates user acceptance testing; assists with post-implementation support of systems. May assign duties and responsibilities and coordinate the work of project staff. Works under moderate supervision, with moderate latitude for the use of initiative and independent judgment. Maintains an agency-wide project dashboard, tracks and reports on project status versus goals.

This position is intended for an employee that will work to improve the quality of information technology (IT) solutions to meet the business needs of the organization. The employee typically performs a liaison function among a program area of an agency, stakeholders, subject matter experts, and the IT department to identify business requirements of the users and to coordinate the automation of new or improved existing systems to enhance business operations.

EXAMPLES OF WORK PERFORMED

- Coordinates, plans, and evaluates projects using accepted project management methodologies.
- Monitors and coordinates project quality to ensure that project deliverables are acceptable and fulfill the terms of the project contract or specifications.

- Communicates project methodology and processes to interested groups and team members.
- Compiles and distributes project information, project status reports, and project budget expenditures; provides regular updates to management, project teams, and others of project status and related issues.
- Coordinates and responds to requests for changes from the original specifications.
- Assists in developing project budgets, schedules, work plans, resource requirements, and cost estimates and projections.
- Assists in initiating projects, obtaining authorization and commitment, and demonstrating business need and project feasibility.
- Assists in developing criteria for evaluating programs, proposals, and other pertinent information related to project assignments.
- May review and recommend proposals and bids to management.
- May identify potential project risks and difficulties and design strategies to mitigate or avoid them.
- May assign duties and responsibilities and coordinate the work of project staff. Performs related work as assigned.
- Gathers, analyzes, and documents user requirements, business processes, and problems to automate or improve existing systems; elicits and documents business needs for new systems.
- Analyzes program policies and procedures to determine their effect on automated systems and system functional areas.
- Serves as a liaison by providing consultation, documentation, guidance, and support to other areas with regard to analysis, design, configuration, testing, and policy implementation within all systems.
- Develops and/or reviews complex system documents to convey business requirements and support efficient system design.
- Develops, documents, and revises system design procedures, test procedures, and quality standards.
- Participates in user acceptance testing and testing of new system functionality.
- Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

- Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred.
- Minimum of four (4) years of experience in project and business analyst work in relevant areas of project assignment.
- Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

- Knowledge of business and management principles involved in planning, resource allocation, leadership technique, and coordination of people and resources, and of project management principles and practices.
- Skill in project management monitoring and in the use of ASANA and applicable software.
- Skill in business analysis methodologies; in analyzing and evaluating complex IT applications, policies, and issues; and in developing creative and workable solutions to complex problems and issues.

- Ability to analyze and interpret technical information, including regulations, policies, and automation system documentation/specifications; to communicate in writing; to translate user/business needs into a technical style; to communicate technical instructions to system users; to analyze, evaluate, and integrate business rules into system requirements; to exercise sound judgment in recommending critical decisions; and to communicate effectively.
- Ability to exercise sound judgment in making critical recommendations, to analyze complex information and develop plans to address identified issues, to demonstrate negotiation and facilitation skills, to identify project risks, to prepare reports and charts, to communicate effectively, and to assign duties and responsibilities and coordinate the work of various project staff.

Registration, Certification, or Licensure

- Project Management Professional (PMP) or similar certification preferred.
- Must possess a valid driver's license and have access to reliable transportation. Local travel required; in-state and out-of-state travel optional and project-based.
- Must be legally eligible for employment in the United States.
- Subject to a background check (verification of education, employment, references and criminal background).