

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Project Management Specialist

Position Number: 54127001

Location: Helena Department: Transportation

Division and Bureau: Information Services Division/Project Management Office

Section and Unit: PMO

Job Overview:

Agency projects range in scale from large, complex payment systems to small scale workgroup projects. This position will require a strong understanding of multiple IT-related disciplines, including project management and agile principles.

This position works in the Information Services Division (ISD) and with others at every level of the Department of Transportation. Having the ability to build and maintain effective working relationships is crucial for this position to be effective. The successful candidate would join the Product Management Bureau (PMB) and as a Project Manager, practice the integration of SAFe methodologies, and practices into project management methodologies, emphasizing transparency, adaptability, and customer focus. This position reports to the ISD Product Management Office Agile Project Management Supervisor.

Essential Functions (Major Duties or Responsibilities):

Project Management, Business Process Analysis and Contract Management - 100%

Lead a scrum team through the work of medium-high complexity projects or phases of highly complex projects. For assigned work act as the primary contact and be responsible for coaching and leading a scrum team performing the work assigned.

- Responsible to lead and coach a SAFe scrum team
- Responsible for all aspects of a project, through the entire life cycle
- Actively demonstrates advanced ability to develop and lead cross functional project teams
- Ensures, facilitates and provides appropriate levels of communication.
- Practices advanced risk management including identifying the probability and impact of identified risks.

- Elicits, defines, develops and documents project scope.
- Practices requirements traceability throughout the project life cycle.
- Where appropriate, creates and manages appropriate, comprehensive project management plans and documentation.
- Identifies and manages the delivery & acceptance of project deliverables.
- Demonstrates advanced skills in stakeholder management, facilitation, team building, and meeting management.
- Ensures stakeholder satisfaction by managing toward project goals and objectives.
- Understands and documents project alignment with agency and state goals and objectives.
- Monitors and manages project quality to ensure the deliverables will satisfy the needs for which the project was undertaken.
- Monitors & routinely reports project status to appropriate parties such as RTE, sponsors, team, stakeholders and state & legislative oversight committees.
- Practices change management in line with PMI and/or SAFe defined processes and procedures.
- Receive, report and monitor expenditure amounts, based on the funding source and level, while ensuring expenses are valid and within contract agreement.
- Conducts business process analysis activities, providing accurate and complete documentation for both process analysis and process improvement.
- Solicits, selects, and participates in procurement activities, acting in line with MDT and state procurement policies and procedures.
- Provides oversight of vendors, consultants, and outsourcing services to ensure compliance with contracts.
- Performs project post-implementation activities such as soliciting feedback from stakeholders, SAFe Retrospectives, preparing a report, and archiving of information.
- Demonstrates thorough understanding of project management, SAFe Agile and business analysis processes by identifying and championing potential improvements to MDT's project management and business analysis processes.

Supervision

The number of employees supervised is: N/A

The position number for each supervised employee is: N/A

Physical and Environmental Demands:

PHYSICAL

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, laptop)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Operating a personal computer
- Effective, professional communicating in writing, in person and over the phone
- Limited travel around the Helena area and occasional district or other site visits

MENTAL

Revision Date: 09/2023

- Ability to multi-task
- Conduct research
- Comparing data
- Compiling information
- Analyzing – inductive and deductive reasoning
- Synthesizing
- Coordinating
- Negotiating
- Dealing with agency business users at all levels
- Demands of accuracy in all aspects of work
- Creative problem solving.
- Relationship builder – listening, responsiveness, trust

Knowledge, Skills and Abilities (Behaviors):

Critical knowledge and skills required for this position:

- Thorough knowledge of project management principles, methodologies, and practices, as well as project management software such as Microsoft Project and JIRA.
- Knowledge of business process analysis techniques.
- Understanding of computer programming methodologies, and network technologies.
- Understanding of technical development activities, including requirements elicitation, creation of user stories, story mapping and verification and all phases of test activity.
- Skill in negotiation and/or persuasion to effectively coordinate the efforts of both technical and nontechnical staff.
- Skill in development of project plans, process flows, and general documentation typically utilizing MS Office 0365 & Microsoft Teams.
- Advanced skills in process analysis, facilitation, and meeting management.
- Logical, Analytical, and Critical Thinking, Active Learning, Service Orientation, Quality Control, MS Office(Word, Excel, Outlook), JIRA, keyboarding, Project Management, Contract Management, Decision Making, Facilitation, and Meeting Management

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree.

This position requires a minimum of Six (6) years project management experience or business analysis experience, of which at least three (3) years is in the IT industry.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

Fingerprint check

Valid driver's license

Background check

Other; Describe

035 Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Project Management Specialist 2 Job Code Number: B1J032

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|---|--|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input checked="" type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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