



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

IT PROJECT MANAGER

Job Number: 21005128

Job Code: 73510V250216

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 02/16/2025

Job Revised:

Grade: 17 Salary (MIN - MID):

\$30,082-\$45,123 - Hourly

\$4,888.34-\$7,332.50 - 37.5 Hr. Monthly Salary

\$5,214.22-\$7,821.32 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$42,950 - Hourly

\$6,979.38 - 37.5 Hr. Monthly Salary

\$7,444.68 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Oversees and leads the entire lifecycle of Information Technology (IT) projects including defining project objectives, developing detailed plans, allocating resources, managing budgets, and coordinating the efforts of project team members; and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree OR a graduate of a college or university with an associate's degree in information technology (IT) or related field OR certification in an IT related field.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of professional experience in project management or business analysis.

Substitute EDUCATION for EXPERIENCE:

A master's degree in computer science will substitute for two years of the required experience.

Substitute EXPERIENCE for EDUCATION:

Two years of additional professional experience in project management, business analysis, or related field will substitute for the required education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Ensures that projects are delivered on time, within scope, and according to quality standards. Communicates with stakeholders, identifies and mitigates risks, monitors project progress, and makes adjustments as necessary to ensure successful project outcomes. Leads the development of project plans, defining objectives, scope, timelines, and resource requirements. Provides guidance and direction to project team members, fostering a collaborative and productive work environment. Identifies potential risks to project success, develops mitigation strategies, and monitors risks throughout the project lifecycle. Allocates resources such as personnel, budget, and equipment, ensuring efficient utilization to meet project goals. Engages with project stakeholders to gather requirements, provides updates on project progress, and addresses concerns or issues. Monitors project budget, tracks expenses, and ensures spending aligns with allocated funds. Ensures deliverables meet quality standards, conducts quality reviews, and addresses any issues or defects promptly. Maintains regular communication with project team members, stakeholders, and senior management, providing clear and timely updates on project status, milestones, and risks. Collaborates with technical experts and stakeholders in the evaluation and development of Requests for Proposals (RFPs), Requests for Information (RFIs), Proofs of Concept (POCs), and pilot initiatives, ensuring alignment with project objectives, timelines, and organizational goals.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting or in a virtual office environment. Minimal travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.