

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

IT Project Analyst/Manager

SERIES NUMBER

6412AG

MAJOR AGENCIES

ATTORNEY GENERAL ONLY

EFFECTIVE

11/18/2012

SERIES PURPOSE

The purpose of the Information Technology (i.e., IT) Project Analyst/Manager series is to support customers through streamlining or reengineering processes, perform &/or manage analysis of data necessary for IT development, design & implementation phases of project.

GLOSSARY

The terms listed below are to be interpreted to mean the following wherever they appear within the document.

Project: A temporary stand-alone assignment that has a definite beginning & end & is undertaken to create a unique product or service. "Temporary" is not to be construed as being a short period of time.

Sub-Project: A component of a project that covers all phases of project management. It is dependent upon an existing project under development. It may also have a distinct project life cycle.

Project Life Cycle: Defines the timeline of a project from the beginning to the end, outlines the phases, & who will be involved to complete the identified work tasks in order to meet the targeted product or service for which the project was undertaken. A project life cycle is normally divided into four & five phases, but some will have more.

JOB TITLE

IT Project Analyst 1

JOB CODE

64121AG

PAY GRADE

12

EFFECTIVE

11/18/2012

CLASS CONCEPT

The first developmental class works under immediate supervision & requires working knowledge of business process analysis methods in order to learn to manage project(s) by assisting higher level Project Analysts/Managers with accomplishing project planning activities for implementation of IT solutions.

JOB TITLE

IT Project Analyst 2

JOB CODE

64122AG

PAY GRADE

13

EFFECTIVE

11/18/2012

CLASS CONCEPT

The first full performance class works under close supervision and requires considerable knowledge of business process analysis methods in order to manage small project(s) by consulting with stakeholders, users, and/or vendors, gathering customer requirements and/or accomplishing project planning activities &/or by assisting higher level Project Analysts/Managers with implementation of IT solutions for projects with or without sub-projects.

JOB TITLE

IT Project Analyst 3

JOB CODE

64123AG

PAY GRADE

14

EFFECTIVE

11/18/2012

CLASS CONCEPT

The second full performance class works under general supervision & requires considerable knowledge of business process analysis methods in order to independently manage small to medium project(s) by creating & coordinating technical documentation preparation & distribution for processes, projects, & procedures, works with business users & technical staff to develop strategies & lead modification or creation of new systems for implementation of IT solutions.

JOB TITLE

IT Project Analyst 4

JOB CODE

64124AG

PAY GRADE

15

EFFECTIVE

11/18/2012

CLASS CONCEPT

The advanced level class works under general supervision & requires thorough knowledge of business process analysis methods & project management in order to independently manage small to large project(s) by leading analysts & analyzing business operations to determine areas to implement solutions through use of IT & reducing overall costs &/or provide efficiencies.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
IT Project Manager 1	64125AG	15	11/18/2012

CLASS CONCEPT

The managerial level class works under direction & requires thorough knowledge of business process analysis methods, project management, life cycle methodologies & public policy management or public administration in order to manage multiple projects with or without sub-projects that covers all phases of project management & knowledge areas (e.g., Integration, Scope, Time, Cost, Quality, Human Resources, Communication, Risk, & Procurement).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
IT Project Manager 2	64126AG	16	11/18/2012

CLASS CONCEPT

The second managerial level class works under direction & requires thorough knowledge of business process analysis methods, project management, life cycle methodologies & public policy management or public administration in order to manage complex initiatives & projects with or without sub-projects that covers all phases of project management & knowledge areas (e.g., Integration, Scope, Time, Cost, Quality, Human Resources, Communication, Risk, & Procurement) &/or supervises lower level IT Project staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
IT Project Analyst 1	64121AG	47	11/18/2012	12

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists higher level Project Analysts/Managers with projects with or without sub-projects by:

- Assists with project planning & coordination for implementation of IT solutions.
- Develops skills to plan & implement project deliverables.
- Communicates project information, including recommendations & target dates for deliverables to project team.
- Develops skills to gather & define client requirements.
- Develops skills to define business/management problems to be solved.
- Creates document(s) that detail client requirements, deliverables, & acceptance criteria.
- Develops skills to manage stakeholder expectations, serve as liaison & communicate with project team members.
- Develops skills to plan, create, & execute tests from project requirements (e.g., system test, integration test, performance test, regression test, user acceptance testing).
- Assists with designing, documenting, and tracking quality checks for efficiency & quality of business operations.
- Assists in data conversion & implementation of new system.
- Creates functional documentation of system.
- Assists with developing training program & conducting training for end users.

MAJOR WORKER CHARACTERISTICS

Knowledge of: IT (e.g., computer information science); computer software, hardware, & peripheral equipment; computer & systems programming; oral & written communication tools & techniques; customer support; state & Attorney General's Office policy, procedures, & applicable laws*; IT systems development lifecycle management concepts; technical writing & documentation practices; quality assurance principles; requirement analysis principles & methods*.

Skill in: identifying & specifying business requirements*; operation analysis*; time management; interviewing; presenting; facilitating*.

Ability to: define problems, collect data, establish facts & draw valid conclusions; gather, collate, & classify information about data, people, or things; understand technical materials; communicate verbally & in writing on technical matters; respond to inquiries from users; prepare meaningful, accurate, & concise reports; stay abreast of current technologies in IT area assigned.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in IT or related field of study; 1 yr. exp. in position with experience commensurate to duties appearing in job posting/approved position description.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Training in IT area assigned to stay abreast of current technologies and/or to learn new technologies as required by the Attorney General's Office.

UNUSUAL WORKING CONDITIONS

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
IT Project Analyst 2	64122AG	47	11/18/2012	13

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manage small projects at the Attorney General's Office &/or assists higher level Project Analysts/Managers with projects with or without sub-projects by:

- Plans & coordinates projects for implementation of IT solutions.
- Assists in development of project task plans, facilitation of meetings, & other related tasks to gather & coordinate activities for requirements gathering.
- Interviews & analyzes information from stakeholders, customers, & management to define client requirements & business/management problems to be solved.
- Identifies documents & analyzes business requirements.
- Creates IT process flows & flowcharts.
- Analyzes/reviews business problems & consults with users, vendors, & other IT professionals to formulate technical project recommendations & solutions.
- Develops skills to define constraints within which solutions must be developed & identifies impact of project on client & the Attorney General's Office & to anticipate benefits.
- Plans & implements project deliverables.
- Communicates project information, including recommendations/solutions to business problems & target dates for deliverables to project team.
- Assists with creation of documents that detail client requirements, deliverables, & acceptance criteria.
- Assists with management of stakeholder & client expectations.
- Performs as liaison & communicates with project team members.
- Plans, creates, & executes tests from project requirements (e.g., system test, integration test, performance test, regression test, user acceptance testing).
- Develops skills to anticipate & recommend project staffing & resource needs.
- Designs, documents, & tracks quality checks for efficiency & quality of business operations.
- Assists with validation of solutions by analyzing end product & requirement specifications.
- Develops skills to assist with managing risks & changes related to processes, projects, & procedures.
- Assists client with data conversion & implementation of new system to include functional documentation of system.
- Develops training program(s) & conducts training for end users.

MAJOR WORKER CHARACTERISTICS

Knowledge of: IT (e.g., computer information science); computer software, hardware, & peripheral equipment; computer & systems programming; oral & written communication tools & techniques; customer support; state & the Attorney General's Office policy, procedures, & applicable laws*; IT systems development lifecycle management concepts; technical writing & documentation practices; quality assurance principles; requirement analysis principles & methods; risk management*; change management*.

Skill in: identifying & specifying business requirements; operation analysis; time management; interviewing; presenting; facilitating; troubleshooting; critical thinking*; complex problem solving*.

Ability to: define problems, collect data, establish facts & draw valid conclusions; gather, collate, & classify information about data, people, or things; understand technical materials; communicate verbally & in writing on technical matters; respond to inquiries from users; prepare meaningful, accurate, & concise reports; stay abreast of current technologies in IT area assigned & make recommendations to apply new developments/technology to previously unsolvable problems.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in IT or related field of study; 2 yrs. exp. in position with experience commensurate to duties appearing in job posting/approved position description.

-Or 12 mos. exp. IT Project Analyst 1, 64121AG.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Training in IT area assigned to stay abreast of current technologies and/or to learn new technologies as required by the Attorney General's Office.

UNUSUAL WORKING CONDITIONS

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
IT Project Analyst 3	64123AG	47	11/18/2012	14

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently manages small to medium projects at the Attorney General's Office &/or assists higher level Project Analysts/Managers with projects with or without sub-projects by:

- Uses business process modeling &/or vendor solution evaluations &/or analysis of current system to analyze potential for streamlining or reengineering business processes via implementation of IT solutions.
- Builds foundation for system design, development, & implementation.
- Develops project plan to include project task plans & implements project deliverables.
- Formulates & communicates project information to team(s), including recommendations/solutions to complex business problems, target dates for deliverables, & project timelines.
- Defines constraints within which solutions must be developed & identifies risks & impact of project on client/agency & anticipates benefits resulting from recommendations for changes to processes & procedures.
- Makes recommendations for gains in efficiency or cost reduction.
- Analyzes current system & information from stakeholders, customers, & management from facilitation of meetings & interviews to define client requirements & business process/management problems to be solved.
- Assists in joint application design (i.e., JAD) sessions to develop technical environment & communication strategies for system operation.
- Creates documents that detail client requirements, deliverables, & acceptance criteria.
- Manages stakeholder & client expectations.
- Plans, creates, & executes tests from project requirements (e.g., system test, integration test, performance test, regression test, user acceptance testing).
- Anticipates & recommends project staffing & resource needs.
- Compiles project data & develops management reports.
- Performs validation of solutions by analyzing end product & specification requirements.
- Assists with design, documentation, & tracking quality checks for efficiency & quality of business operations.
- Assists with validation of solutions by analyzing end product & requirement specifications.
- Assists with managing risks & changes related to processes, projects, & procedures.
- Develops skills to negotiate change within assigned project(s).
- Assists client with data conversion & implementation of new system to include functional documentation of system.
- Anticipates & recommends project staffing & resource needs.
- Develops skills to project budget needs for implementation of projects.
- Develops training program(s) & conducts training for end users.
- Develops skills to lead lower level Project Analysts.

MAJOR WORKER CHARACTERISTICS

Knowledge of: IT (e.g., computer information science); computer software, hardware, & peripheral equipment; computer & systems programming; project management*; oral & written communication tools & techniques; customer support; state & the Attorney General's Office policy, procedures, & applicable laws*; IT systems development lifecycle management concepts; technical writing & documentation practices; quality assurance principles; requirement analysis principles & methods; risk management; change management; public budget*; public policy management or public administration; public finance*.

Skill in: identifying & specifying business requirements; operation analysis; time management; interviewing; presenting; facilitating; troubleshooting; critical thinking; complex problem solving; assuring quality; developing & interpreting policy & strategies governing the planning & delivery of IT services*; judgment; decision making.

Ability to: define problems, collect data, establish facts & draw valid conclusions; gather, collate, & classify information about data, people, or things; understand technical materials; communicate verbally & in writing on technical matters; respond to inquiries from users; prepare meaningful, accurate, & concise reports; stay abreast of current technologies in IT area assigned; apply new developments/technology to previously unsolvable problems*.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in IT or related field of study; 4 yrs. exp. in position with experience commensurate to duties appearing in job posting/approved position description.

-Or 24 mos. exp. as IT Project Analyst 2, 64122AG.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Training in IT area assigned to stay abreast of current technologies and/or to learn new technologies as required by the Attorney General's Office.

UNUSUAL WORKING CONDITIONS

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
IT Project Analyst 4	64124AG	47	11/18/2012	15

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as senior IT Project Analyst on multiple projects & is responsible for independently managing multiple small to large project(s) and assisting ITS professionals.

- Assists with developing &/or updating project plans for IT projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, & staffing.
- Assists in the analysis of business operations to determine areas to implement solutions through use of IT and reducing overall costs &/or provide efficiencies.
- Defines task, leads meetings and coordinates activities for requirements gathering.
- Gathers & analyzes information from stakeholders, customers &/or management.
- Assesses current or future needs & priorities of stakeholders, manages stakeholder expectations & ensures successful communications between team members.
- Develops and implements project deliverables.
- Develops high-level user friendly documentation which details client's requirements to include all deliverables & acceptance criteria & obtain client sign-off.
- Assists in joint applications design (JAD) sessions during the development of the design of the technical environment, which includes hardware, software & communication strategies.
- Plans, creates & executes system test, integration tests, performance test, regression test and user acceptance testing (UAT) scenarios (manual & automated) from project requirements & design documents to ensure optimum productivity, expected outcomes, efficiency & quality of agency operations.
- Develops & implements testing deliverables.
- Performs quality checks across various IT functions to ensure efficiency & quality of agency business operations.
- Manages & processes procurement documentation.
- Develops functional documentation of system, as needed.
- Provides knowledge transfer to lower-level IT professionals on regularly maintained or newly enhanced systems.

MAJOR WORKER CHARACTERISTICS

Knowledge of: computers & electronics, oral & written communication tools & techniques, supervisory principles/techniques*; managerial principles/techniques*; public relations*; interviewing*, customer support & personal service, Attorney General's Office policies & procedures* & applicable laws*, vision, mission & goals of agency*, IT systems development lifecycle management concepts, technical writing & documentation practices, quality assurance principles, requirement analysis principle & methods, methods & approaches for sharing information through the use of IT assets, business process modeling methods & techniques, IT security principles & methods, technical tools available for consideration, IT principles, methods & practices in the assigned specialty area, performance monitoring principles & methods, interrelationships of multiple IT specialties, business process & operations of customer organizations, IT metrics methods & concepts, project management principles & methods.

Skill for: reading comprehension, speaking, service orientation, assuring quality, identifying & specifying business requirements, operation analysis, time management, interviewing, presenting, facilitating, troubleshooting, critical thinking, complex problem solving, developing & interpreting policy and strategies governing the planning & delivery of IT services, & judgment & decision making, & coordinating.

Ability to: define problems, collect data, establish facts & draw valid conclusions, prepare meaningful, accurate & concise reports, stay abreast of current technologies in area of IT assigned, & apply new developments to previously unsolvable problems.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in IT or related field of study; 6 yrs. exp. in position with experience commensurate to duties appearing in job posting/approved position description which includes 12 months as project leader.

-Or 24 mos. exp. as IT Project Analyst 3.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Work independently or in group project setting. May work additional hours, as operational needs dictate.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
IT Project Manager 1	64125AG	47	11/18/2012	15

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages execution of multiple projects, with or without sub-projects that cover all phases of project management to ensure adherence to budget, schedule, scope and quality standards; uses business process analysis methods, project management, life cycle methodologies &/or vendor solution evaluations to analyze potential for streamlining or reengineering business processes via implementation of IT solutions.

- Establishes milestones, target dates & communicates timeline to project team.
- Conducts &/or assists IT project team in conducting group or individual interviews to obtain & analyze data necessary for IT development.
- Assists in development &/or updates project plans for IT projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, & staffing.
- Assists in defining tasks, leading meetings & coordinating activities for requirements gathering.
- Gathers & analyzes information from stakeholders, customers &/or management.
- Prepares project status reports by collecting, analyzing, & summarizing information & trends.
- Performs risk assessments to develop response strategies.
- Initiates, reviews &/or recommends modifications to project plans.
- Monitors &/or tracks project milestones and deliverables.
- Develops & implements testing deliverables.
- Plans, creates, & executes appropriate tests from project requirements & designs documents to ensure requirements are met.
- Defines, documents, & tracks quality assurance metrics such as defects, defect counts, test results & test status.
- Assists &/or coordinates activities of project personnel, provide knowledge transfer to lower-level IT professionals on regularly maintained or newly enhanced systems.
- Serves as agency representative for project in public forums & makes project presentations to educate &/or train end-users.

MAJOR WORKER CHARACTERISTICS

Knowledge of: computers & electronics, oral & written communication tools & techniques, supervisory principles/techniques*; managerial principles/techniques*; public relations*; interviewing*, customer support and personal service, Attorney General's Office policies & procedures* & applicable laws*, vision, mission & goals of agency*, IT systems development lifecycle management concepts, technical writing & documentation practices, quality assurance principles, requirement analysis principle & methods, methods & approaches for sharing information through the use of IT assets, business process modeling methods & techniques, IT security principles & methods, technical tools available for consideration, IT principles, methods & practices in the assigned specialty area, performance monitoring principles & methods, interrelationships of multiple IT specialties, business process & operations of customer organizations, IT metrics methods & concepts, project management principles & methods.

Skill for: reading comprehension, speaking, service orientation, assuring quality, identifying & specifying business requirements, operation analysis, time management, interviewing, presenting, facilitating, troubleshooting, critical thinking, complex problem solving, developing & interpreting policy & strategies governing the planning & delivery of IT services, & judgment & decision making, & coordinating.

Ability to: define problems, collect data, establish facts & draw valid conclusions, prepare meaningful, accurate & concise reports, stay abreast of current technologies in area of IT assigned, & apply new developments to previously unsolvable problems.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in business administration, public finance, public budgeting, project management, IT or related field of study; 12 mos. exp. as project leader, in position with experience commensurate to duties appearing in job posting/approved position description; 12 mos. exp. in budgeting & calculating costs projections of program/projects.

-Or 5 yrs. exp. in project management (e.g., management & development of project/program requirements, design, development, testing/pilot, training & full scale implementation); 12 mos. exp. in budgeting & calculating costs projections of program/projects.

-Or 12 mos. exp. as IT Project Analyst 4, 64124AG.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May work additional hours, as operational needs dictate.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
IT Project Manager 2	64126AG	47	11/18/2012	16

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages execution of multiple projects, with or without sub-projects that cover all phases of project management to ensure adherence to budget, schedule, scope & quality standards in order to lead complex initiatives.

- Manages project execution to ensure adherence to budget, schedule, & scope.
- Develops &/or updates project plans for IT projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, & staffing.
- Defines tasks, lead meetings & coordinates activities for requirements gathering.
- Leads implementation schedule, develops &/or direct development & implementation of project documents (e.g., deliverable plans, project schedule, requirements document, testing documents, documents specific to project).
- Gathers & analyzes information from stakeholders, customers &/or management.
- Identifies, reviews, or selects vendors or consultants to meet project needs.
- Assesses current or future needs & priorities of stakeholders, manages stakeholder expectations & ensures successful communication between team members.
- Prepares project status reports by collecting, analyzing, and summarizing information and trends.
- Performs risk assessments to develop response strategies.
- Initiates, reviews &/or approves modifications to project plans.
- Monitors &/or tracks project milestones & deliverables.
- Monitors the performance of project team members, providing & documenting performance feedback.
- Directs &/or coordinate activities of project personnel, provides knowledge transfer to lower-level IT professionals on regularly maintained or newly enhanced systems.
- Serves as agency representative for project in public forums & makes project presentations to stakeholders &/or end-users to educate &/or market benefits.

MAJOR WORKER CHARACTERISTICS

Knowledge of: computers & electronics, oral & written communication tools & techniques, supervisory principles/techniques*; managerial principles/techniques*; public relations*; interviewing*, customer support & personal service, Attorney General's Office policies & procedures* & applicable laws*, vision, mission & goals of agency*, IT systems development lifecycle management concepts, technical writing & documentation practices, quality assurance principles, requirement analysis principle & methods, methods & approaches for sharing information through the use of IT assets, business process modeling methods & techniques, IT security principles and methods, technical tools available for consideration, IT principles, methods & practices in the assigned specialty area, performance monitoring principles & methods, interrelationships of multiple IT specialties, business process & operations of customer organizations, IT metrics methods & concepts, project management principles & methods.

Skill for: reading comprehension, speaking, service orientation, assuring quality, identifying & specifying business requirements, operation analysis, time management, interviewing, presenting, facilitating, troubleshooting, critical thinking, complex problem solving, developing & interpreting policy & strategies governing the planning & delivery of IT services, & judgment & decision making, & coordinating.

Ability to: define problems, collect data, establish facts & draw valid conclusions, prepare meaningful, accurate & concise reports, stay abreast of current technologies in area of IT assigned, & apply new developments to previously unsolvable problems.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in business administration, public finance, public budgeting, project management, IT or related field of study; 18 mos. exp. as project leader, in position with experience commensurate to duties appearing in job posting/approved position description; 18 mos. exp. in budgeting & calculating costs projections of program/projects.

-Or 5 yrs. exp. in project management (i.e., management & development of project/program requirements, design,

development, testing/pilot, training & full scale implementation), with experience to be commensurate with project/program &/or position description on file; 18 mos. exp. in budgeting & calculating cost projections of program/projects.

-Or 6 mos. exp. as IT Project Manager 1, 64125AG.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May work additional hours, as operational needs dictate.