



## OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** September 14, 2018

**Closing Date:** Until Filled

**Job Listing Identification Number:** 00002993

**State Class. No. and PayGroup:** 1561/B26

**State Job Title:** Project Manager IV

**FLSA Status:**  Exempt  Non-Exempt

**Agency Job Title:** Project Manager

**Location:** Austin, Texas

**Monthly Salary Range:** \$6,416.67 - \$7,119.17

**Type of Job:**  Full Time  Part Time

**Remarks:** Salary commensurate with experience.

**Travel Required:**  Yes 10%  No

#### **Job Description:**

This position performs advanced (senior-level) project management work. Work involves coordinating the planning, initiating and monitoring of information technology projects at various levels of completion; and communicating appropriately with project stakeholders, management, and other relevant parties. Technology projects may include in-house projects, deliverables-based contracted projects, and projects established by technology grants. May coordinate the work of assigned resources. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Performs related work as assigned.

#### **Minimum Qualifications:**

- A bachelor's degree from an accredited four-year college or university plus four years of full-time experience in project management. One additional year of full-time experience in project management may be substituted for each year (30 semester hours) of the required education
- Knowledge of project management theories and practices applicable to various sized technology projects; and of systems and procedures used to evaluate a third-party vendor's performance
- Skill in project management, project monitoring, in addressing changes in scope and budget, documenting and following up on action items and risks
- Ability to manage project activities; to establish project goals and objectives; to exercise sound judgment in making critical decisions; to analyze complex information and develop plans to address identified issues; to demonstrate negotiation and facilitation skills; to identify project risks and gaps; to prepare reports; to communicate effectively; and to plan, assign, and/or supervise the work

of others

- Proficient in Microsoft Office applications, including Microsoft Project and Visio

**Preferred Qualifications:**

- Experience managing a Project using the Texas Project Delivery Framework, from Initiation to Closing. Experience in business analysis and/or systems analysis.
- Recent course work or experience in an information technology environment.
- Certification as a Project Management Professional (PMP)

**Essential Job Functions:**

- Develops and maintains appropriate level project documentation including, project schedules, work plans, action item and decision logs, risk and issue registers, and resource requirements needed for each project. (including Texas Project Delivery Framework documentation as needed)
- Utilizes the appropriate project management processes based on project size, complexity, and project team
- Compiles and distributes the project plan, status reports, action items, and/or project budget expenditures
- Monitors and manages project cost to ensure project completion within budget
- Monitors and manages projects to ensure project deliverables are acceptable and fulfill the terms of the project specifications or contract
- Monitors and manages project schedule to ensure project completion within deadline. Escalates schedule delays with the appropriate IS manager and/or Stakeholder groups as necessary
- Identifies potential project risks and coordinates with the appropriate IS manager to document the appropriate strategy
- Plans and facilitates project status meetings, team meetings, Steering Committee meetings and other communications as needed
- Oversees multiple projects concurrently
- coordinate project management activities with other state agencies, governmental jurisdictions, or private sector partners and contractors
- May develop budgets, cost estimates, and projections as part of the project proposal process
- Performs related work as assigned and complies with all OCA policies

**Employment Conditions:**

- Criminal background check required.
- Operates standard office equipment.
- May operate a motor vehicle to conduct agency business.
- Performs sedentary office work.
- May be required to move equipment or other materials weighing up to 20 pounds.

**Note:**

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

ENG15, MGT16, 8058, 8848, 3450, 3D0X2, 3D0X4, 32EX

Additional Military Crosswalk information can be accessed at

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**To Apply:**

Submit a complete application through CAPPs Recruit at this link -

<https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00002993&tz=GMT-05%3A00>

Or

Submit an application through Work in Texas at this link -

[https://wit.twc.state.tx.us/WORKINTEXAS/wtx?u=1535587679088&pageid=APP\\_HOME](https://wit.twc.state.tx.us/WORKINTEXAS/wtx?u=1535587679088&pageid=APP_HOME)

Or

Download a State of Texas Employment Application at this link -

<https://twc.texas.gov/jobseekers/state-texas-application-employment#seeAlso> . Email the completed application to [OCAHumanResources@txcourts.gov](mailto:OCAHumanResources@txcourts.gov) .

Applications must be complete, including start and end dates of work experiences. Resumes may accompany applications but will not be accepted in lieu of completed applications. Following a screening of applications, interviews of qualified applicants who have submitted a completed application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.