



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: January 11, 2021

Closing Date: Until Filled

Job Listing Identification Number: 14319675

State Class. No. and PayGroup: 1561/B26

State Job Title: Project Manager IV

FLSA Status: Exempt Non-Exempt

Agency Job Title: EPO Project Manager

Location: Austin, Texas

Monthly Salary Range: \$6,416.67 - \$7,700.00

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 within the Enterprise Planning Office (EPO) for the Office of Court Administration (OCA). Work involves coordinating the planning, initiating and monitoring of projects at various levels of completion; and communicating appropriately with project stakeholders, management, and other relevant parties. EPO projects may include in-house agency wide projects, contracted projects, and projects established by grants. Projects may have IT components. May coordinate the work of assigned resources and gather requirements. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Performs related work as assigned.

Essential Job Functions:

- Develops and maintains project schedules, work plans, action item and decision logs, risk and issue registers, status reports, project budget expenditures, and resource requirements needed for each project (including Texas Project Delivery Framework documentation and mandated Quality Assurance Team reports as needed).
- Uses the appropriate project management processes based on project size, complexity, and project team.
- Monitors and manages project cost to ensure project completion within budget.
- Working with program and IT staff, monitors and manages project quality 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 management, project team members, and stakeholder groups.

- Identifies potential project risks and coordinates with the appropriate management and project team members to document the appropriate strategy.
- Plans and facilitates project status meetings, team meetings, Steering Committee meetings and other communications as needed.
- Manages multiple projects concurrently and communicates with all levels of internal and external customers in a professional manner. Updates management on project status.
- Coordinates project management activities with other entities, which may include state agencies, governmental jurisdictions, or private sector partners and contractors.
- Participates in the project proposal process which may include gathering preliminary information such as scope, budget, risks, resources, and level of effort.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited four-year college or university; may substitute four years full-time project management or closely related experience for required education.
- One additional year full-time experience in project management.
- 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 analyze complex information, to develop plans to address identified issues, and displays attention to detail.
- Ability to communicate effectively, both orally and in writing.
- Proficient in Microsoft Office applications.

Preferred Qualifications:

- Experience in contract and grant management.
- Experience managing a Project using the Texas Project Delivery Framework, from Initiation to Closing.
- Experience compiling and submitting required Quality Assurance Team Reporting.
- Experience in business analysis and/or systems analysis.
- Recent coursework or experience in an information technology environment.
- Proficient in Microsoft Project.
- Certification as a Project Management Professional (PMP).

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.

EA, ENG15, MGT16, 8058, 8848, 3450, 3DoX2, 3DoX4, 32EX

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

To Apply:

All applications for employment with the Office of Court Administration must be submitted electronically through www.WorkinTexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled.

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.