

SENIOR PROJECT MANAGER, DATA AND ANALYTICS

Purpose Statement:

Under administrative direction, Senior Project Manager, Data and Analytics is responsible for managing and overseeing all phases of assigned project life cycles from beginning to end, including risk, issue, and change management phases; interacting with staff and management to assist in the creation of project business cases; the gathering and documentation of functional business requirements; and assisting and coordinating the development, support, and on-going function of assigned projects. This position will supervise technical and management staff, or contract labor specific resources as assigned.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Manages and coordinates all aspects of assigned projects from initiation through follow-up analysis (e.g., project plan preparation, establishment of project team, implementation management, communications, reports for management, resources, resource allocation, funds, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Ensures completion of project execution and is responsible for status reporting and monitoring project portfolio activities to meet project goals and objectives.
- Designs and implements metrics to measure impact, effectiveness, appropriateness, and utility of projects; measures and reports on project effectiveness (dashboards, monthly/quarterly reports, etc.).
- Conducts continuous feedback and socialization efforts with managers and additional stakeholders, creating a continuous improvement loop.

- Develops methodologies for the purpose of implementing projects and updates these as needed to account for improvements and best practices.
- Develops project plans, schedules, artifacts for deliverables, milestones, and timelines.
- Collaborates with others for the purpose of implementing and maintaining services and/or programs.
- Communicates ongoing status reports to all involved parties for the purpose of documenting activities and issues, providing general information, and implementation progress.
- Develops the communications plan and structure for a project for the purpose of ensuring project information flow is comprehensive, timely and informative.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Manages appropriate project risk, issue and change management procedures and processes for the purpose of ensuring compliance with established guidelines.
- Monitors project budgets (e.g., allocations, track expenditures, adjust schedule of expenditures, etc.) for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Negotiates for resources, funds and time with upper management and executives for the purpose of minimizing project delays, communicating project needs and maintaining awareness at the executive level.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Presents information to management and team members for the purpose of promoting the value gained using consistent project management processes.
- Oversees, schedules, and leads project meetings on a daily, weekly, and monthly frequency for the purpose of providing general information, identifying issues, developing recommendations, training others, and implementing actions.
- Serves as a resource to less experienced project managers/leaders for the purpose of advising them on the identification and documentation of current practices and mentoring them on the completion of the project life cycle.
- Performs personnel functions (e.g., interviewing, recommending for hire, evaluating, supervising, scheduling, assigning tasks, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.

Other Functions:

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge, and Abilities:

KNOWLEDGE of:

Human centered and socially conscious leadership;

Project management and principles for planning, scheduling, resource allocation, monitoring, and evaluating;

Project metrics and trend analysis;
Project accounting and budget management;
Quality control and validation techniques;
Risk management planning, processes, systems, and mitigation;
Project management software;
Database and operating systems;
Computer platforms and enterprise applications;
Contract and vendor negotiation.

ABILITY to:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;
Practice cultural competency while working collaboratively with diverse groups and individuals;
Establish team culture and self-manage in a fast paced and dynamic environment;
Demonstrate and use good judgment in line of work;
Gather, collate, and/or classify data;
Use deductive and inductive reasoning;
Work with a variety of data utilizing defined but different processes;
Operate equipment using defined methods;
Analyze issues and create action plans;
Adapt to changing work priorities;
Communicating with diverse groups;
Working with constant interruptions;
Meet assigned deadlines and schedules.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.
May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: A bachelor's degree from a regionally accredited college or university in information technology, computer science, business administration or closely related field of study.

Experience: Five (5) years of work experience in project management, control, and monitoring within a technical or cross functional aspect and two (2) years of experience supervising the work of technical staff is required. Experience in an educational

organization is desired.

Equivalency: A combination of education and experience equivalent to a bachelor's degree from a regionally accredited college or university in information technology, computer science, business administration, or related field of study, and five (5) years of work experience in project management, control, and monitoring within a technical or cross functional aspect and two (2) years of experience supervising the work of technical staff is required.

Required Testing

N/A

Certificate

Valid California Driver's License

Project Management Professional Certification (PMP) or Certified Associate in Project Management (CAPM) is preferred.

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical examination with drug screen

Tuberculosis Clearance

FLSA State: Exempt

Range: Classified Management Salary Schedule Grade 047

Personnel Commission Approved: Oct. 18, 2023