FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

***PENDING BUDGET APPROVAL***

POSITION: PROJECT MANAGER (GENERAL)
325-001-7579-001
LIMITED TERM – 24 MONTHS

DIVISION: ADMINISTRATION/INFORMATION TECHNOLOGY

SALARY: $6,577 - $7,824

FINAL FILING DATE: MAY 28, 2015

Duties and Responsibilities:
Under the supervision of the Chief Information Officer, the incumbent will serve as the Fair Political Practices Commission’s Project Manager and will serve as the Project Manager for the Statement of Economic Interest (SEI) Form 700 Project and several smaller, non-reportable projects.

Oversees and mentors project leads and contractors responsible for performing the business and technical IT analytical activities related to the transition effort to meet the SEI Form 700 project schedule. Possesses an advanced knowledge of the FPPC’s mission and business functions in order to ensure the FPPC business requirements are incorporated into the SEI Form 700 solution.

Follows standard project management methodologies according to the Project Management Body of Knowledge (PMBOK) and the California Project Management Methodology (CA-PMM). Responsible for creating schedules, coordinating project activities, IT analytical tasks, and the methodical monitoring and evaluation of the various activities, risks, and issues related to the statewide Statement of Economic Interest (SEI) Form 700 Project and other projects. Reports project status, risks, issues, and provides recommendations to executive management.

Provides management of the entire project lifecycle through initiation, planning, execution, monitoring, controlling and finally the project closure process; manages the procurement of solutions through the entire project lifecycle; plans and coordinates complex information technology assignments; formulates strategies, plans and policies pertaining to information technology planning, management and solution delivery processes; and solves complex business problems by providing technical advice and project solution and solution alternatives.

Manages complex procurements to ensure schedule, budget, performance and products are consistent with contract deliverables; creates project management artifacts, plans and schedules; interfaces with project sponsors; measures and evaluates project results according to established criteria; manages the business relationship with customers; creates and maintains a working environment that encourages mutual cooperation between customers, project staff and the IT organization. Also assists other managers and the California Department of Technology to improve business relationships with project sponsors, customers and project stakeholders.

Manages project risk - Proactively identifies risk, and creates risk mitigation plans. Implements risk mitigation plans as risks turn into issues. Implements change management plans to help customers adopt new systems and successfully obtain the benefits of using the new systems.
Defines project’s annual budgetary needs and participates in the preparation of budget documents and manages expenditures against budget allotments. Creates an environment to promote open communication and team building to improve project performance, resolve conflicts and enhance professional growth within the organization. Recognizes project staff for positive work performance and initiates discussions regarding corrective action for areas requiring improvement. Develop and document Project Management processes and procedures.

Who May Apply:
Individuals who have eligibility for appointment to the above class (e.g., transfer, list, reinstatement). All applicants must clearly indicate the basis of their eligibility in the “Explanations” section on the Standard Application Form (Std. 678).

How to Apply:
Applications will be screened and only the most qualified candidates will be scheduled for an interview. If you wish to be considered for the position please forward a State application (Std. 678) and résumé to:

Fair Political Practices Commission  
Personnel Office  
428 J Street, Suite 620  
Sacramento, CA  95814

Contact: Pennie Conroy, (916) 327-8692  
5/7/2015

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.