



Notice of Job Vacancy

Posting #: 2020-059		Issue Date: September 4, 2020	Closing Date: September 18, 2020
Title: Project Manager, Data Processing		Range/Title Code: S30/53023	Salary: \$82,527.28-\$117,772.00
Unit Scope: Statewide	Location: Trenton, NJ	Workweek: NL	# Vacancies: 1

Job Description

Under the direction of executive management, the Project Manager will manage Application Development projects and cross functional teams.

The Project Manager will coordinate the requirements, scope, schedule, budget, and conditions of satisfaction, as well managing resource allocation, task completion, and serving as the day to day point of contact for internal and external project team members (including vendors) to ensure the success of their specific projects and oversee projects of multiple project managers under his or her supervision.

These projects will involve coordinating efforts across multiple divisions, state agencies and vendors. Accordingly, excellent oral/written communication skills, stakeholder management skills, multitasking capabilities, and software development lifecycle knowledge (e.g., waterfall, iterative, agile etc.) will be needed for this position.

Examples of specific expectations for this position are:

- * Facilitate successful project definition, planning, budgeting, scheduling, resourcing, and lead high performance project teams
- * Manage projects within scope, quality, time, and cost constraints with regular status updates to management.
- * Create and execute project work plans and revise as appropriate to meet changing needs and project demands
- * Manage day-to-day project team activities and stakeholder communications
- * Effectively apply project management methodology and enforce project processes and standards accordingly
- * Identify project resource needs, obtain necessary resources, define project team roles, and ensure healthy team dynamics
- * Form strong project teams by proactively leading, coaching, and motivating team members, facilitating relationship building among team members, and identifying and resolving conflict
- * Coordinate the efforts of team members from multiple groups into a coordinated project effort
- * Provide overall management direction for project and be accountable for project results
- * Ensure project documents are complete, current, and stored appropriately
- * Manage project schedule and budget against baseline
- * Effectively manage project scope by ensuring any changes are documented and approved through the change control process
- * Proactively identify project issues and risks and create successful action plans for resolving issues and mitigating risks; minimize project exposure and risk
- * Resolve and/or escalate issues and risks in a timely fashion
- * Track and report on project milestones and provide status reports to management, project team, and other project stakeholders
- * Effectively facilitate Lessons Learned sessions after project delivery in order to identify successful and unsuccessful project elements
- * Proactively set and manage project stakeholder expectations
- * Build strong relationships with business stakeholders and develop a deep understanding of their business objectives
- * Continually seek opportunities to increase customer satisfaction and strengthen stakeholder relationships
- * Communicate effectively with business stakeholders to identify needs and evaluate alternative business solutions as appropriate

Civil Service Commission Requirements (Education/Experience/Licenses)

THIS POSITION IS PENDING CIVIL SERVICE APPROVAL

Open to employees of the State of New Jersey who have one year of continuous permanent service in any competitive title and who meet the following Civil Service Requirements:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Five (5) years of experience in data processing systems design and analysis for a large public or private information processing facility, including at least three (3) years of experience with systems software in a multi programming, third generation communications environment, one (1) year of which shall have been in a supervisory capacity.

NOTE: Applicants may substitute a Master's degree in Data Processing or Computer Science for one (1) year of nonsupervisory experience.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

NOTE: Appointments to this position will be pending open competitive examination.

Civil Service Veteran's Preference will be applied to any resulting lists. For more information regarding veteran's preference please go to <http://www.state.nj.us/csc/seekers/veterans/competitive.html>.

TO APPLY for this Position

If you qualify and would like to be considered, **submit a letter of interest and your resume (including daytime phone number and email address)** to the person and email address listed below. You **must** submit your response by the closing date shown above, and must include the Posting number.

MAIL:

New Jersey Department of Labor and Workforce Development
Attn:

EMAIL:

Human Capital Strategies
Recruitment Unit
LWDJobPostings@dol.nj.gov

*Subject line must specify complete job posting number

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

Job Posting Authorized by Tennille R. McCoy, Assistant Commissioner, Division of Human Capital Strategies

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act," all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption.

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

New Jersey Department of Labor and Workforce Development
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual's spouse/domestic partner/civil union partner¹ or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS) - **Director's** Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL's Equal Employment Opportunity Office **and/or** the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.

Do you need more space for disclosure? Yes No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee's Name (Print) _____

Applicant/Employee's Signature _____ Date _____