



**State
Police**

KATHY HOCHUL
Governor

STEVEN A. NIGRELLI
Acting Superintendent

POSTING DATE: 11/08/2022

APPLICATION DUE BY: 11/29/2022

Title: Project Manager 3
Location: Division HQ –
Administration, Portfolio
Management
Grade: SG-25, Hiring rate:
\$83,075
Employment Type: Full Time
Work Days: Monday-Friday
Union Representation: PS&T

The Project Manager 3 will manage multiple agency projects with a primary focus on initiatives for Field Command and the Professional Standards Bureau. The incumbent of this position will be responsible for defining and managing project related tasks, including requirements gathering, planning, schedules, deliverables, change management, and risk mitigation; the coordination of business process improvement across the agency; working with agency units to develop business case(s) for technology initiative requests, and communicating Division business needs to the Office of Information Technology Services.

At the direction of the Portfolio Manager, the incumbent of this position will work within all business sections to set a balanced strategic direction and priority in keeping with the mission of the State Police.

DUTIES:

- Understand State Police current operational needs and assist to escalate technical issue resolution, ensure technology infrastructure stays current and viable for the State Police while working with the Office of Information Technology to communicate the State Police initiatives and business needs.
- Work with Office for Information Technology Services and all business sections to set a balanced strategic direction/priority in keeping with the State Police mission.
- Work with Field Command and other NYSP business sections to ensure the required business resources are allocated to initiatives.
- Lead and facilitate operational initiatives to identify business processes that can achieve improved efficiencies with technology and with development, implementation and maintenance of any such technology implemented.

- Coordinate operational and technical future planning with internal agency and external stakeholders. Ensure effective handoff to operations for ongoing maintenance and troubleshooting.
- Serve as a central point of contact for Field Command projects with the Office of Information Technology Services.
- Maintain open lines of communication with external agencies such as the Office of Information Technology Services (ITS), the Division of Criminal Justice Services (DCJS) and Office of General Services (OGS) to have a consistent, clear understanding of their vision and processes that will be implemented.
- Coordinate Business Process Improvement across the Agency with a focus on the business owners, the business processes and how to best improve efficiency and productivity through the use of business process documentation, monitoring technology and support infrastructure.
- Define and manage operational initiatives including, requirements gathering, planning, schedules, deliverables, change management and, risk mitigation.
- Assist with procurement planning and implementation.
- Assist the Portfolio Manager with managing the internal State Police process for project and technical enhancement requests including tracking of requests, presentation of all internal requests to the Technology Working Group, working with business lead to develop business case(s) for project requests, and coordinating requests with ITS PMO/CRM.

MINIMUM QUALIFICATIONS:

Eight years of project management experience which must include planning and at least one other of the management process groups: Initiating, executing, controlling, closing. This experience must include the development of significant project management deliverables such as scope statements, schedules, budgets, quality plans, risk plans, communications plans, AND completion of 21 contact hours of project management training within the last six months.

OR

An Associate's Degree and six years of the required experience as described above and completion of twenty-one contact hours of project management training within the last six years.

OR

A Bachelor's Degree and four years of the required experience as described above and completion of twenty-one contact hours of project management training within the last six years.

OR

A Master's Degree in Business Administration, Project Management, Public Administration or related field and three years required experience as described above and completion of twenty-one contact hours of project management training within the last six years.

OR

A current certification from the Project Management Institute as a Project Management Professional (PMP) and one year of post certification required experience as described above.

HOW TO APPLY:

Kindly submit via email, fax or U.S. Mail a letter of intent and complete resume to:

Major Steven C. Graap
Attention: Civilian Hiring Unit

Email: personnel@troopers.ny.gov

Fax: 518-485-2293

Mail: New York State
PoliceBuilding 22
1220 Washington Avenue
Albany, NY 12226

Phone: 518-457-3840

