



**State  
Police**

**KATHY HOCHUL**  
Governor

**STEVEN A. NIGRELLI**  
Acting Superintendent

**POSTING DATE: 03/09/2023**

**APPLICATION DUE BY: 03/30/2023**

**Title:** Project Manager 3  
Starting Salary: \$88,161.00

**Location:** Division Headquarters – Administration –  
Portfolio Management Office  
Albany, New York 12226  
Albany County

**Salary Grade:** 25

**Employment Type:** Full-Time

**Work Days:** Monday through Friday

**Union Representation:** PS&T

The Project Manager 3 will be responsible for defining and managing project related tasks for multiple Agency projects 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 (ITS).

At the direction of the Technology 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 Services to communicate the State Police initiatives and business needs.
- Define and manage projects and operational initiatives including, requirements gathering, planning, schedules, deliverables, change management as well as risk mitigation.
- Develop project communication plans; compile detailed project reports and communicate project status to stakeholders; coordinate the activities of project staff and identify risks and their potential impact on the project.

- Develop detailed scope statements, and document project requirements for complex projects by eliciting business goals, information needs, and understanding priorities.
- 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, implementation and monitoring of technology and infrastructure support.
- Assist the Portfolio Manager with managing the internal State Police process for project and technical enhancement requests.
- 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.

### **MINIMUM QUALIFICATIONS:**

- Seven 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, and communication plans AND completion of twenty-one contact hours of project management training within the last six years.

OR

- An Associate's degree in Project Management, Information Technology, Business or Public Administration or a related field and five 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 in Project Management, Information Technology, Business or Public Administration or a related field and three 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 current certification from the Project Management Institute as a Project Management Professional (PMP) and one year of post certification required experience as described above.

## **PREFERRED QUALIFICATIONS:**

- 3 years' experience managing medium to large scale Information Technology projects.
- Experience performing business systems analysis associated with various processes, programs and/or projects.
- Strong verbal and written communication skills, with an ability to express complex information and concepts to stakeholders, technical staff, consultants/contractors and end users.
- Well-organized, structured, and detail-oriented with an ability to operate in an environment with multiple and diverse stakeholders and handle challenging organizational issues.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

This position does not require that the candidate has taken and passed a NYS Civil Service examination, or currently holds a qualifying position within the NYS Civil Service System. This position will be filled through a resume review and interview process.

## **HOW TO APPLY:**

Kindly send a letter of intent, complete resume, and transcripts to:

**Email:** [personnelresumes@troopers.ny.gov](mailto:personnelresumes@troopers.ny.gov)

**Place in the Subject line:** *Attention: Non-Sworn Hiring Unit*