



**State  
Police**

**KATHY HOCHUL**  
Governor

**STEVEN G. JAMES**  
Superintendent

**POSTING DATE: 04/08/2024**

**APPLICATION DUE BY: 04/29/2024**

**Title:** Project Manager 2  
Starting Salary: \$84,156.00

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

**Salary Grade:** 23

**Employment Type:** Full-Time

**Work Days:** Monday-Friday

**Union Representation:** PS&T

The Project Manager 2 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**

- Define and manage multiple projects and operational initiatives including, requirements gathering, planning, schedules, deliverables, change management as well as risk mitigation.
- Develop project schedules including identifying and scheduling resources, project deliverables, milestones and required tasks.
- 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 relative priorities from end users, subject experts and other stakeholders.
- Support and manage activities related to the project life cycle, including defining scope, eliciting requirements, solutioning, testing and production deployment.
- 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.
- Manage multiple stakeholders to develop and align a clear understanding of the business need, define goals, outline risks to ensure alignment with strategic objectives.
- 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**

- One year as a Project Manager 1, SG-18,

OR

- A Bachelor's Degree in Project Management, Information Technology, Business or Public Administration or a related field and two (2) years of the required experience as described above AND completion of twenty-one contact hours of project management training within the last six (6) years.

OR

- An Associate's Degree in Project Management, Information Technology, Business or Public Administration or a related field and three (3) 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

- Five (5) years of Project Management experience\* working within the project phases including: Initiating, Planning, Executing, Controlling and Closing. This experience should include the development of project management deliverables such as scope statements, project requirement documentation, status reports, schedules, budgets, quality plans, risk, issues and decision logs, and communication plans AND completion of twenty-one contact hours of project management training within the last six years.

\*Substitutions: current certification from the Project Management Institute as a Certified Associate in Project Management (CAPM) substitutes for two years of the required experience; or current certification from the Project Management Institute as a Project Management Professional (PMP) substitutes for three years of the required experience.

### **PREFERRED QUALIFICATIONS:**

- 2 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.

### **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:** *Project Manager 2*