

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

867



FROM: Human Resources Department

SUBMITTAL DATE:
September 12, 2013

SUBJECT: Classification recommendations for the Project Manager job classifications and amend Ordinance No. 440 pursuant to Resolution No. 440-8944 submitted herewith..

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendations and amend Ordinance No. 440 pursuant to Resolution No. 440-8944 submitted herewith.

BACKGROUND:

Summary

The following recommendations are the result of a classification request from the Riverside County Information Technology (RCIT) Department to develop a two-level IT Project Manager job series.

Recommendation Concurrence


Barbara A. Olivier
Asst. County Executive Officer
Human Resources Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0.	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0.	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: _____ Budget Adjustment: No. _____
For Fiscal Year: 2013/14.

C.E.O. RECOMMENDATION:

APPROVE

BY: 
Ivan M. Chand 9/16/2013

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

- A-30
- Positions Added
- 4/5 Vote
- Change Order

Prev. Agn. Ref.: _____ District: ALL Agenda Number: _____

3-40

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Resolution No. 440- 8944 Classification Recommendations**

DATE: September 12, 2013

PAGE: 2 of 2

BACKGROUND:

Summary (continued)

CREATION OF NEW CLASSIFICATIONS

IT Project Manager and Senior IT Project Manager

The Riverside County Information Technology Department has requested the creation of an IT Project Manager series to plan, organize, and coordinate the work of County professional and technical staff, consultants, and other resources involved in the delivery of Information Technology projects, upgrades, and services. The IT Project Manager class will participate in leading and coordinating information technology projects with responsibility for developing project budgets, monitoring performance against financial parameters, and reporting on project status.

The Senior IT Project Manager will act as a liaison in leading and managing all aspects of information technology projects, ensuring governance process adherence, project continuity, and stakeholder management. This class will also be responsible for managing multiple large and complex projects with significant discretion exercised over technical issues, problems, and resolutions.

CLASSIFICATION ADDITIONS

IT Project Manager: It is recommended to add this class to the Class and Salary Listing at salary plan/grade ITS 471/L12 (\$65,878 – 96,872). This request is only to add the classification and there is no immediate financial impact associated with this request. The proposed class specification is attached.

Senior IT Project Manager: It is recommended to add this class to the Class and Salary Listing at salary plan/grade ITS 559/L12 (\$75,418 – 112,371). This request is only to add the classification and there is no immediate financial impact associated with this request. The proposed class specification is attached.

Impact on Citizens and Businesses

This request does not have an impact on citizens and business.

ATTACHMENTS:

- A. **SALARY ORDINANCE RESOLUTION 440-8944**
- B. **RECOMMENDED IT PROJECT MANAGER CLASS SPECIFICATION**
- C. **RECOMMENDED SENIOR IT PROJECT MANAGER CLASS SPECIFICATION**

RESOLUTION NO. 440-8944

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on September 24, 2013, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
86168	+	IT Project Manager	ITS 471/L12
86169	+	Senior IT Project Manager	ITS 559/L12



COUNTY OF RIVERSIDE
 Established Date: Oct 3, 2013
 Revision Date: Oct 3, 2013

IT PROJECT MANAGER

Class Code: 86168

SALARY RANGE

\$31.67 - \$46.57 Hourly
 \$5,489.80 - \$8,072.64 Monthly
 \$65,877.55 - \$96,871.63 Annually

CLASS CONCEPT:

Under general direction, plans, organizes, directs, and coordinates technology systems projects of moderate size and complexity for the Riverside County Information Technology Department; plans, organizes, and coordinates the work of County professional and technical staff, consultants, and other resources involved in the delivery of Information Technology projects, upgrades, and services; and performs other related duties as required.

Positions in this class participate in leading and coordinating information technology projects with responsibility for developing project budgets, monitoring performance against financial parameters, and reporting on project status. This class is distinguished from Senior IT Project Manager in that the latter is responsible for managing multiple large and complex projects with significant discretion exercised over technical issues, problems, and resolutions.

A Project Management Professional (PMP) certificate **MUST BE** obtained within 6 months from date of hire. Failure to obtain the PMP certificate will result in incumbents either being returned to their former County job classification or new hires being released prior to the end of their initial probationary period.

REPRESENTATION UNIT: Professional

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Assist Senior IT Project Managers in directing, reviewing, and approving the preparation of project plans, managing all aspects of IT projects, including monitoring scope, milestones, dependencies, costs, and benefits through lifecycle;
- Serve as the project lead over medium-sized information systems projects requiring the support of professional and technical staff and the procurement/utilization of designated resources.
- Plan and oversee assigned projects to completion; identify scope and objectives; identify deliverables and establish schedules and timelines; may assign and review the work of project teams.
- Develop, coordinate, and monitor project budgets and resources; monitor vendor performance to ensure compliance with County standards and specifications; prioritize and schedule major activities to ensure the most effective use of staff and equipment.
- Collaborate with clients to define project scope and review project activities, recommendations and outcomes; coordinate the use of project resources based on project specifications; coordinate and

communicate with end users, management, staff, and vendors on project issues and status.

- Prepare project documents, requirements, reports, feasibility studies, cost/benefit analysis, and quality assurance and control standards; develop project work plans and schedules; monitor project resources including staff time, vendor work, and finances.
- Provide professional leadership and support for systems design and development projects.
- Manage and review project budgets and schedules and prepare progress reports to ensure compliance with project scope and agreement provisions; ensure that assigned projects are delivered on time, within budget, and to customer specifications.
- Identify and highlight risks and issues within the project and escalates appropriately; devise effective mitigation and escalation strategies for projects to address risks and issues.
- Manage, coordinate, plan, direct, and review the work of project personnel in all phases of work; define schedules for project implementation.
- Analyze alignment of project proposals to County objectives and strategies.

RECRUITING GUIDELINES:

Education: Possession of a Bachelor's degree from an accredited college or university in computer science, information systems, management, business administration, or closely related field. Possession of a Project Management Professional (PMP) certificate from an accredited college or university is highly desirable.

Experience: Three years of project management experience with one of those years at the level of a project lead over multiple technology projects.

Knowledge of: Project management principles, methods, and techniques such as organizing and managing a project, developing schedules, identifying critical paths, breaking down a project into individual tasks and delegating assignments to project staff; advanced principles, methods and techniques used in designing, developing, testing and implementing information technology systems; advanced methods and techniques of evaluating business requirements to provide technology solutions; principles, methods, and tools of quality assurance and quality control; government contracts, budgeting, and purchasing processes.

Ability to: Coordinate and administer large, complex information technology projects; plan, organize, and direct the work of technical experts; manage and administer program budgets; prepare or direct the preparation of complex plans, specifications, and comprehensive reports; perform difficult technical research, analyze situations accurately, and adopt effective courses of action; review, evaluate, recommend, and/or approve proposals and plans for complex IT projects and/or programs; analyze project management problems and develop implementation plans to effect changes; gather and analyze data, reason logically, draw valid conclusions and make appropriate recommendations; resolve technical problems and innovate more efficient use of IT resources; prepare concise reports and documents; establish and maintain effective working relationships with staff, customers, other employees and the public; communicate effectively with people at all organizational levels.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License.

Project Management Professional (PMP) certificate MUST BE obtained within 6 months from date of hire.

A successful Security Clearance conducted by the Sheriffs' Department is required for positions within the

Riverside County Information Technology Department.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



SENIOR IT PROJECT MANAGER

Class Code: 86169

COUNTY OF RIVERSIDE
 Established Date: Oct 3, 2013
 Revision Date: Oct 3, 2013

SALARY RANGE

\$36.74 - \$54.02 Hourly
 \$6,368.18 - \$9,364.26 Monthly
 \$76,418.16 - \$112,371.17 Annually

CLASS CONCEPT:

Under general direction, plans, organizes, directs, and coordinates a variety of complex technology systems projects for the Riverside County Information Technology Department; plans, organizes, and manages the work of County professional and technical staff, consultants, and other resources involved in the delivery of Information Technology projects, upgrades, and services; and performs other related duties as required.

Positions in this class act as liaisons in leading and managing all aspects of information technology projects, ensuring governance process adherence, project continuity, and stakeholder management with responsibility for developing project budgets, monitoring performance against financial parameters, and reporting on project status. This class is distinguished from IT Project Manager by the number, size, and complexity of the projects managed and the amount of discretion exercised over technical issues, problems, and resolutions.

REPRESENTATION UNIT: Supervisory

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Direct, review, and approve the preparation of project plans, managing all aspects of IT projects, including monitoring scope, milestones, dependencies, costs, and benefits through lifecycle.
- Serve as the project lead over large information systems projects requiring the support of multiple staff and the procurement/utilization of significant resources; provide professional leadership, supervision, and support for systems design and development projects.
- Plan and oversee multiple projects to completion; identify scope and objectives; identify deliverables and establish schedules and timelines; assign work to project teams.
- Develop, coordinate, and monitor project budgets and resources; monitor vendor performance to ensure compliance with County standards and specifications; prioritize and schedule major activities to ensure the most effective use of staff and equipment.
- Collaborate with clients to define project scope and review project activities, recommendations and outcomes; coordinate the use of project resources based on project specifications; coordinate and communicate with end users, management, staff, and vendors on project issues and status.

- Prepare project documents, requirements, reports, feasibility studies, cost/benefit analysis, and quality assurance and control standards; develop project work plans and schedules; monitor project resources including staff time, vendor work, and finances.
- Provide professional leadership, supervision, and support for systems design and development projects.
- Manage and review project budgets and schedules and prepare progress reports to ensure compliance with project scope and agreement provisions; ensure that multiple projects are delivered on time, within budget, and to customer specifications.
- Identify and highlight risks and issues within the project and escalates appropriately; devise effective mitigation and escalation strategies for projects to address risks and issues.
- Manage, coordinate, plan, direct, and review the work of project personnel in all phases of work; define schedules for project implementation.
- Analyze alignment of project proposals to County objectives and strategies.

RECRUITING GUIDELINES:

OPTION I

Education: Possession of a Bachelor's degree from an accredited college or university in computer science, information systems, management, business administration, or closely related field. Possession of a Project Management Professional (PMP) certificate from an accredited college or university is required.

AND

Experience: Five years of project management experience with two of those years at the level of a project lead or supervisor over multiple significant and complex technology projects.

OR OPTION II

Education: Possession of a Bachelor's degree from an accredited college or university in computer science, information systems, management, business administration, or closely related field. (Additional qualifying experience may be substituted for the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of education). Possession of a Project Management Professional (PMP) certificate from an accredited college or university is required.

AND

Experience: Five years of project management experience with two of those years at a level that is comparable to an IT Project Manager with Riverside County.

Knowledge of: Project management principles, methods, and techniques such as organizing and managing a project, developing schedules, identifying critical paths, breaking down a project into individual tasks and delegating assignments to project staff; advanced principles, methods and techniques used in designing, developing, testing and implementing information technology systems; advanced methods and techniques of evaluating business requirements to provide technology solutions; principles, methods, and tools of quality assurance and quality control; government contracts, budgeting, and purchasing processes.

Ability to: Coordinate and administer large, complex information technology projects; plan, organize, and

direct the work of technical experts; manage and administer program budgets; prepare or direct the preparation of complex plans, specifications, and comprehensive reports; perform difficult technical research, analyze situations accurately, and adopt effective courses of action; review, evaluate, recommend, and/or approve proposals and plans for complex IT projects and/or programs; analyze project management problems and develop implementation plans to effect changes; gather and analyze data, reason logically, draw valid conclusions and make appropriate recommendations; resolve technical problems and innovate more efficient use of IT resources; prepare concise reports and documents; establish and maintain effective working relationships with staff, customers, other employees and the public; communicate effectively with people at all organizational levels.

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