

IT PROJECT SPECIALIST

General Statement of Duties and Responsibilities

This class of positions encompasses professional responsibilities for the oversight, planning, work management, coordination, analysis, functional design and quality assurance associated with the assessment and implementation of information technology initiatives, policies, strategic plans and goals with varying levels of difficulty and with varying degrees of latitude for independent action and judgment. All personnel perform information technology project work that delivers usable software systems and technology solutions for business needs using established project methodologies and best practices throughout all phases of the IT project lifecycle. May supervise project staff.

Examples of Typical Tasks

Oversee, plan, manage and coordinate complex information technology projects from initiation to completion, including defining project scope, creating/updating project plans and work breakdown structures, scheduling project deliverables, goals and milestones, identifying and managing IT project risks, determining resource needs, obtaining signoff on project deliverables, etc.

Provide day-to-day oversight and leadership of multidisciplinary project teams including teams working on IT integration projects and consultants. Coordinate, track, and report on project tasks and progress to management, stakeholders and relevant teams. Support project deliverable readiness for service operations.

Develop IT project budgets and funding requests. Prepare statements of work and other procurement documents needed for projects using services provided by vendors. Develop IT vendor requests for proposal (RFPs) and participate in vendor solicitations, selections and negotiations. Oversee and track IT vendor and consultant contracts and budgets. May review vendor financial documentation such as timesheets, invoices and audit forms.

IT PROJECT SPECIALIST (continued)

Examples of Typical Tasks (continued)

Elicit, document and analyze business requirements on information technology projects in order to recommend business and information technology solutions. Assess business problems and process gaps; identify opportunities for new requirements. Create functional deliverables such as business scenarios, as-is/to-be flow diagrams, use cases, functional designs, screen mock-ups, etc. Facilitate user acceptance testing.

Create interaction models and interface designs for IT projects based on established standards, business and technical requirements and input from functional team members. Participate in human-centered design activities, user research, software prototyping and usability testing.

Ensure that software products and solutions are appropriately tested to meet functional (usability) and technical (performance) requirements. Create test cases, test scripts and defect reports. Execute test scripts and document progress and results. Collaborate with business analysts to understand business requirements. Collaborate with technical teams to understand application capabilities, environment set up and defect fixes.

Research and identify emerging technologies; coordinate demonstrations and proof of concept initiatives. Liaise with vendors, as necessary.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time experience related to the area(s) required by the particular position; or,
2. A satisfactory equivalent.

Direct Lines of Promotion

None: This class of positions is classified in the Non-Competitive Class.