EMPLOYMENT ANNOUNCEMENT

TITLE: PROJECT MANAGEMENT 2
STATUS: PERMANENT
BUREAU: INFORMATION TECHNOLOGY
LOCATION: LATHAM
SALARY: PEF SG23 ($86,681 – $109,650)

MINIMUM QUALIFICATIONS:

Current NYS Employees:

One year of permanent competitive or non-competitive service as a Project Manager 1, or in a title designated appropriate for Section 52.6 transfer of the Civil Service Law. The transfer cannot be a second consecutive transfer resulting in advancement of more than two salary grades. Candidates reachable on the eligible list for this title will be canvassed and do not need to apply.

NY HELPS:

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS). For the duration of the NY HELPS Program, this title maybe filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply. At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

Non-Competitive Minimum Qualifications:

Bachelor's degree and three years of professional experience in project management which must include planning and at least three of the management process groups: origination (including governance/work intake, portfolio management, capacity/demand planning); initiating; executing; controlling; and, closing. This experience must include the development of project management deliverables, such as scope statements, schedules, budgets, quality plans, risk plans, and communication plans.

Minimum Qualifications Substitution: A Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience. Current certification from the from the Project Management Institute as a Certified Associate in Project Management (CAPM) may substitute for two years of experience or a Project Management Professional (PMP) may substitute for three years of experience.

PREFERRED QUALIFICATIONS:

- 4+ years' experience managing complex projects, preferably IT-related.
- Bachelor's Degree or higher.
- Systems Development Lifecycle (SDLC) experience.
- Project Management Professional/Project Management Institute (PMP/PMI) Training/Certification.
- Must have a customer-service focus.
- Ability to analyze complex situations and provide solutions.
- High level of attention to detail, ability to multi-task and strong leadership skills.
- Excellent written, verbal, organizational, and presentation skills.
- Ability to work in a cross-functional team environment (matrix organization).
- Ability to influence peers and executive management.
- Strong business acumen, outstanding communication, and interpersonal skills with an ability to build key relationships with business and IT leadership.
- A continuous improvement mindset.
- Flexibility.
- The ability to constantly balance schedule, quality, scope, and budget, and continually monitor project activities

against project critical parameters to accommodate changing requirements and ensure that project goals and objectives are successfully met.
• Knowledge and experience with the various methodologies, principles, and tools of project management..

JOB SUMMARY:
The Office of the Attorney General (OAG) is seeking a Project Manger 2, SG23, to provide effective management of large IT projects. This position will be a member of the Office of the Attorney General's (OAG) Project Management team within the Performance and Portfolio Management Unit of the Information Technology (IT) Bureau. The incumbent will be responsible for coordinating activities between the IT Bureau, business users, and vendors, and delivering key project artifacts, including project scope and timelines, ensuring resource alignment and oversight over all phases of project deliverables.

DUTIES:
• Oversee General Project Management, Change Management, Status Reporting, and Financial Accountability.
• Coordinate activities between the IT Bureau, business users and vendors and delivering several key project artifacts.
• Monitor all project activities and ensure delivery of timely and within budget quality products.
• Responsibility for successful delivery of products.
• Communicate and interact with mid and senior level staff.
• Follow Project Management guidelines as determined by the agency.
• Collaborate with other Project Management Office members and key IT staff to refine and implement Project Management tools and processes
• Define purpose, scope, and objects for projects.
• Establish critical milestones and draft project management plans and schedules.
• Gather, document, and monitor project requirements.
• Monitor progress of projects and include in status reporting.
• Document and manage risks and issues, escalating as appropriate.
• Prepare budget for projects and track expenditures.
• Conduct effective meetings.
• Perform other duties as assigned.

HOURS OF WORK:
The agency's hours of operation are Monday through Friday, between 8:30 a.m. and 5:00 p.m. (37.5 hours/week). Scheduling determinations are dependent upon the needs of each bureau and will be communicated during interviews.

HOW TO APPLY

In your submission, you must provide sufficient information to determine from your resume and/or cover letter that you meet the minimum qualifications stated above. If a certificate or degree is required to demonstrate that you meet the minimum qualifications, you must provide proof that you hold the required certificate or degree. To apply, please send your resume, cover letter, and a copy of your degree/transcript (if applicable) to HR.Recruitment@ag.ny.gov. Be sure to include Vacancy # 187590 and Title of the position in the subject heading of your email.
Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.

Posted May 8, 2025