

EMPLOYMENT ANNOUNCEMENT



TITLE: PROJECT MANAGER 2

STATUS: PERMANENT

BUREAU: INFORMATION TECHNOLOGY

LOCATION: LATHAM

SALARY GRADE (SG23): \$86,681 - \$109,650

We are seeking talented and motivated support staff to work with our attorneys in the State's law firm. The selected candidate will be part of a fast-paced office, gaining experience while providing public service on behalf of the State of New York. The [Attorney General](#) serves the public interest of all New Yorkers in matters affecting their daily lives, enforcing laws to protect consumers, tenants, patients, workers, investors, and charitable donors. The office coordinates statewide civil and criminal investigations, promoting economic and social justice, encouraging harm-reducing public health strategies, and preserving the state's environment.

Careers with the State offer multiple benefits, including **paid vacation leave (13+ days per year)**, sick leave, **paid State holidays off**, **health insurance** including vision & dental, entry into the **NYS retirement** (pension) system, education and training, eligibility for public student loan forgiveness, and **job stability with promotional opportunities**. Workplace flexibilities include multiple options for employees, including **telecommuting** (up to two days per week) and alternative work schedules.

MINIMUM QUALIFICATIONS

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 may be 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 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 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.

OTHER WAYS TO QUALIFY

Reachable on the Department of Civil Service Eligible list for Project Manager 2

OR

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. To determine if your current Civil Service title is eligible for transfer to this title, visit the [Career Mobility GOT-IT website](#).

DUTIES

The Office of the Attorney General (OAG) is seeking a Project Manager 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.

- 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

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 depend on the needs of each Bureau and will be communicated during interviews.

ADDITIONAL COMMENTS

For new State employees appointed to graded positions, the annual salary is the hiring rate (beginning of the Salary Range) of the position. Promotion salaries are calculated by the NYS Office of the State Comptroller (OSC) in accordance with NYS Civil Service Law, OSC Payroll rules and regulations, and negotiated union contracts.

The Office of the NYS Attorney General (OAG) cannot provide sponsorship for work authorization. Candidates need to be authorized to work in the United States to be employed by this agency. It is incumbent upon employees to maintain work authorization for the duration of their employment with the OAG.

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 the Vacancy # 200602 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 October 17, 2025