

## GENAD JOB FUNCTION GUIDE

### Project Management Family

Level	Function/ Roles	Experience & Education (Minimum Required)	Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56E	Project Management I	Bachelor's degree  3+ years of project management  Leadership experience	<ul style="list-style-type: none"> <li>• Defines requirements of given project and ensures adequate resources</li> <li>• Monitors progress and oversees adherence to time frames and costs throughout the project</li> <li>• Evaluates and revises project plan throughout lifecycle</li> <li>• Creates sections of a large project plan or an entire small sized project plan</li> <li>• Accountable for successful completion of project within a particular budget and time frame</li> </ul>	<p><b>IMPACT</b> Moderate impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Manages and fully accountable for sections of a large project or a small sized project in a department or center.</p>	<p><b>RECEIVED</b> <b>Under General Direction:</b> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p><b>GIVEN</b> <b>Oversee/Direct the work of others:</b> Typically assigns work to staff personnel. Sets schedules and timelines for others to meet.</p>

**NOTE:**

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion