

## GENAD JOB FUNCTION GUIDE

### Project Management Family –20

Level	Function/ Roles	Experience & Education (Minimum Required)	Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
58E	Project Management III	<p>Bachelor's degree</p> <p>7+ years of progressive project management</p> <p>Supervisory experience</p>	<ul style="list-style-type: none"> <li>• Designs, implements and directs new projects and/or initiatives of a large scope from business justification to completion</li> <li>• Defines requirements of project and timeline and ensures adequate resources</li> <li>• Designs, creates, evaluates and revises project plan throughout lifecycle</li> <li>• Accountable for successful completion of a large sized project within a particular budget and time frame; secures additional funding as needed</li> <li>• Assigns and allocates resources throughout project to meet goals</li> <li>• Advises senior management on substantive project matters (e.g. project policy decisions)</li> <li>• Facilitate and plan content of project meetings and provide feedback on project ideas and/or work product</li> </ul>	<p><b>IMPACT</b> Significant impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Manages and fully accountable for a large sized project in a department or center</p>	<p><b>RECEIVED</b> <b>Under Limited Direction:</b> Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p><b>GIVEN</b> <b>Supervises:</b> Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions <b>AND/OR</b></p> <p><b>Manages:</b> Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</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