

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
57E	Project Management II	Bachelor's degree 5+ years of progressive project management Supervisory experience	<ul style="list-style-type: none"> • Defines requirements of given project and timeline and ensures adequate resources • Designs, creates, evaluates and revises project plan throughout lifecycle • Accountable for successful completion of project within a particular budget and time frame; secures additional funding as needed • Assigns and allocates resources throughout project to meet goals • Set up mechanisms for cross fertilization of ideas • Facilitate and plan content of project meetings and provide feedback on local project ideas and/or work product • Articulate and drive project milestones, resourcing strategies and budget management • Negotiate contracts that have University/tub wide impact and scope • Advises management on key project issues 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Manages and fully accountable for a medium sized project in a department or center</p>	<p>RECEIVED Under Limited Direction: 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>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions</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