Job Summary
Involves managing technical projects having a defined beginning and end. Manages the project’s framework processes and methodologies involving departmental or cross-functional teams. Plans, coordinates and monitors scope, requirements, schedules, budgets, resources, tasks, risks, staff and deliverables. Monitors the project from initiation through completion. Organizes and leads activities relating to the management and completion of projects.

Category
Supervisory & Management

Job Level
Manager 1
Manager 2
Manager 3
Manager 4

Job Title
Technical Project Manager 1
Technical Project Manager 2
Technical Project Manager 3
Technical Project Manager 4

Job Code
0524
0525
0405
0654

Tracking Code
A0509
A0508
A0510
A0915

Per. Program
MSP
MSP
MSP
MSP

FLSA
Exempt
Exempt
Exempt
Exempt

Job Family
Information Technology

Generic Scope
Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and often physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets.

Manages the accountability and stewardship of human, financial, and physical resources. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets.

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Oversees through subordinate managers a large department or multiple smaller units, OR manages a highly specialized technical function / team. Has significant responsibility to achieve broadly stated goals through subordinate managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets. Determines strategies for a program with organization-wide impact.

Oversees through subordinate managers one or more large, complex departments or business units with multiple functional disciplines / occupations, OR manages a program, regardless of size, that has critical impact upon the organization as a whole, such as most or all of a campus, medical center, UCOP or the UC System. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate managers the accountability and stewardship of department resources and the development of systems and procedures to protect organizational assets.

Directs through subordinate managers multiple large and complex critical programs impacting broad constituencies across major portions of the organization. Identifies objectives, manages very significant human, financial, and physical resources, and functions with an extremely high degree of autonomy. Accountable for formulating and administering policies and programs for major functions. Operational or program results can affect overall organization-wide performance and reputation. Directs through subordinate managers the development of strategic goals and objectives to achieve accountability and stewardship of university resources in a manner consistent with system-wide objectives and initiatives.

Custom Scope
Receives technical project management assignments in the form of objectives and determines how to use resources to meet schedules and goals. Reviews and approves recommendations for functional programs. Provides guidance to subordinates to achieve goals in accordance with established policies. Erroneous decisions or failure to achieve goals results in additional costs and personnel, and serious delays in overall schedules.

Establishes objectives and work plans, and delegates assignments to subordinate managers. Responsible for managing, preparing, administering, and directing resources. Reviews and approves recommendations for functional programs. Involved in developing, modifying and executing policies that affect immediate operation(s) and may also have campus-wide, medical center or Office of the President effect. Erroneous decisions or failure to achieve goals results in additional costs and personnel, and serious delays in overall schedules.

Working with campus, medical center or Office of the President leadership and stakeholders in other institutions, establishes objectives and work plans, and delegates assignments to subordinate managers. Responsible for managing, preparing, administering, and directing resources. Scope and impact of project(s) have campus-wide, medical center or Office of the President effect, and may impact other UC locations. In consultation with campus, medical center or Office of the President leadership, develops, modifies, and executes policies that affect campus-wide, medical center or Office of the President programs of high visibility. Erroneous decisions or failure to achieve goals impacts the campus, medical center or Office of the President reputation, and results in significant

Independently oversees the design, configuration, and implementation of systemwide software solutions, partnering with functional and application managers / directors, stakeholders, and system level subject matter experts for all UC constituents. Provides advice, guidance, and assistance to the senior leadership of the organization. Represents the organization in organization-wide and system-wide meeting and discussions. Recognized as an influential leader. Exercises judgment in selecting methods, techniques and evaluation criteria for results and organizational effectiveness. Makes final decisions for the organization and ensures achievement of objectives. Erroneous decisions will have a serious impact on the overall success of division or the
| Key Resp 01 | Manages people for product development programs or projects involving department or cross-functional teams focused on the delivery of a complex or broad product or computer-based system through the design process, and into a finished state. Manages people for product development programs or projects involving department or cross-functional teams focused on the delivery of a broad and complex product or computer-based system through the design process, and into a finished state. Manages people for product development programs or projects involving campus-wide, medical center or Office of the President cross-functional teams focused on the delivery of a broad and complex product or computer-based system through the design process, and into a finished state. Manages the execution of project implementation, monitoring projects from initiation through delivery to ensure policy, internal control and procedural issues are addressed. |
| Key Resp 02 | Monitors the product / program / project from initiation through delivery, interfacing on technical matters. Plans and directs resource schedules as well as project budgets. Plans and directs project budgets and resource schedules. Develops and defines overall implementation methodologies, schedules, budgets and deliverables. |
| Key Resp 03 | Organizes interdepartmental activities ensuring completion of the product / program / project on schedule and within budget constraints. Monitors the product / program / project from initiation through delivery, interfacing on technical matters. Manages the product / program / project from initiation through delivery, interfacing on technical matters. Directs project teams through subordinate managers and external resources impacting a significant segment of the organization. |
| Key Resp 04 | Provides direction to entry-level and experienced project managers. Manages diverse project assignments. Acts as advisor to project team members in order to facilitate adherence to project schedules and to resolve technical problems. Organizes interdepartmental activities ensuring completion of the product / program / project on schedule and within budget constraints. Organizes interdepartmental activities, and consults with stakeholders in other institutions, ensuring completion of the product / program / project on schedule and within budget constraints, and with far-ranging applicability. Makes long-term strategic decisions that reflect upon the organization as a whole. Leads other senior managers to establish strategic plans and objectives. |
| Key Resp 05 | Develops and administers schedules and project performance requirements; may have budget responsibilities. Assigns and monitors work of systems analysis and program staff, providing technical support and direction. Assigns and monitors work of systems analysis and program staff, providing technical support and direction. Leads discussions with high level stakeholders to obtain agreement on the course of action, identify potential issues and risks, and recommend appropriate approaches for mitigation and/or resolution. |
| Key Resp 06 | Often must lead cooperative efforts among multiple project teams. Delegates project assignments to project staff members. Delegates project assignments to project staff members. Determines organizational structures of assigned departments and allocation of subordinate management responsibilities. |
| Key Resp 07 | Responsible for results, including costs, methods and staffing. Establishes and assures adherence to budgets, schedules, work plans and performance requirements. Establishes and assures adherence to budgets, schedules, work plans and performance requirements. Manages performance of staff, sets clear objectives, evaluates deliverables, assigns and reallocates duties as necessary. |
| Key Resp 08 | Develops and monitors operational and budget processes, resource schedules, staff FTE, finance, human resources and space planning. Interacts with senior management on matters concerning several functional areas, department and/or customers. Interacts with senior campus, medical center or Office of the President management, Office of the President, and stakeholders in other institutions on matters concerning multiple functional areas, departments, and customers. Plays central role in hiring decisions and performance evaluation. |
| Key Resp 09 | Establishes and recommends changes to policies which affect the department. Makes recommendations and implements decisions on issues (operational and budget Makes recommendations and implements decisions on issues (operational and budget |
Job Family: Information Technology  
Job Function: Technical Project Management  
Category: Supervisory & Management

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Key Resp 10: Manages, through subordinate supervisors, the coordination of activities of a department with responsibility for results in terms of costs, methods, and employees. Oversees analysis and policy development for issues and processes. Oversees analysis and policy development for issues and processes.

Key Resp 11: Assigns and monitors work of systems analysis and program staff, providing technical support and direction. Oversees analysis and policy development for issues and processes.

Education 1: Bachelor’s degree or equivalent combination of education and experience. Bachelor’s degree or equivalent combination of education and experience. Bachelor’s degree or equivalent combination of education and experience. Bachelor’s degree or equivalent combination of education and experience.

Education 2: Professional certification preferred. Advanced degree or professional certification preferred. Advanced degree or professional certification preferred. Advanced degree or professional certification preferred.

Education 3: Typically 2-5 years of experience managing an information technology organization. Typically 4-10 years of experience managing an information technology organization. Typically 10 years or more of experience managing an Information technology organization.

License 1  
License 2  
License 3  
License 4  
Cert 1  
Cert 2  
Cert 3  
Cert 4  
Spec Cond 1: Must pass a background check. Must pass a background check. Must pass a background check. Must pass a background check.

Spec Cond 2  
Spec Cond 3  
Spec Cond 4  
KSA 01: Requires highly effective organization, management and project management skills. Requires advanced communication, organization, management and project management skills. Requires expert communication, organization, management and project management skills. Requires expert communication, organization, management and project management skills.
| KSA 02 | Posesses highly effective written and verbal communication skills to convey technical information in a clear and concise manner. | Posesses advanced written and verbal communication skills to convey technical information in a clear and concise manner. | Posesses expert written and verbal communication skills to convey technical information in a clear and concise manner. | Highly sophisticated written and verbal communication skills to convey technical information in a clear and concise manner. |
| KSA 03 | Is able to establish priorities, goals / objectives and timelines. | Is able to establish priorities, goals / objectives and timelines. | Is able to establish priorities, goals / objectives and timelines involving stakeholders from several institutions. | Expert ability to establish priorities, goals / objectives and timelines involving stakeholders from several institutions. |
| KSA 04 | Demonstrates ability to delegate and oversee assignments to ensure successful and timely completion as well as to obtain the cooperation of others within and outside the unit. Works in a collaborative manner to achieve results. | Demonstrates ability to delegate and oversee assignments to ensure successful and timely completion as well as to obtain the cooperation of others campus-wide, medical center or Office of the President. Works in a collaborative manner to achieve results. | Demonstrates ability to delegate and oversee assignments to ensure successful and timely completion as well as to obtain the cooperation of others organization-wide. Highly sophisticated collaboration and teamwork skills. | Demonstrated ability to work as a leader in a collaborative environment, build consensus and promote the exchange of information among project team members, project management staff, and external units. |
| KSA 05 | Requires strong conceptual and planning skills. | Requires conceptual and planning expertise. Has technical project management knowledge of several areas of specialty. | Requires conceptual and planning expertise. Has technical project management knowledge of several areas of specialty. Subject matter or technical area expertise preferred. | Demonstrated ability to work as a leader in a collaborative environment, build consensus and promote the exchange of information among project team members, project management staff, and external units. |
| KSA 06 | Has technical project management knowledge of one or more areas. Subject matter or technical area expertise preferred. | Subject matter or technical area expertise preferred. | Mastery of best practices in project management discipline required. | Expert conceptual and planning expertise. Expert technical project management knowledge of several areas of specialty. |
| KSA 07 | Mastery of best practices in project management discipline required. | Mastery of best practices in project management discipline required. | Has an in-depth understanding of how programs relate to other business strategies and initiatives. Subject matter or technical area expertise preferred. | Mastery of best practices in project management discipline required. |
| KSA 08 | Has an understanding of how programs relate to other business strategies and initiatives. Strong knowledge and understanding of service delivery principles. | Has an understanding of how programs relate to other business strategies and initiatives. | Comprehensive knowledge of subject area and broad knowledge of all IT areas sufficient for strategic planning, technology assessment and direction. Thorough knowledge of supervisory and leadership techniques in managing technical staff. | Mastery of best practices in project management discipline required. |
| KSA 09 | Thorough knowledge of subject area sufficient for strategic planning, technology assessment and direction. Extensive or advanced knowledge of subject area sufficient for strategic planning, technology assessment and direction. | Experience in the management of ongoing technology infrastructure acquisition and expansion, to include the identification and integration of suitable emerging technologies. | Experience in the management of ongoing technology infrastructure acquisition and expansion, to include the identification and integration of suitable emerging technologies. | Has an in-depth expertise of how programs relate to other business strategies and initiatives. |
| KSA 10 | Demonstrated skill in managing technical staff. Experienced in leading change management activities and managing their impact across the unit or department. Extensive experience managing technical staff. | Extensive experience managing technical staff. | Thorough knowledge of technical concepts and basic operating principles of data communications, computer hardware, vendor IT products, and software. | Extensive experience managing technical staff. |
| KSA 11 | Experience in the management of ongoing technology infrastructure acquisition and expansion, to include the identification and integration of suitable emerging technologies. | Experienced in leading change management activities and managing their impact across multiple units or departments. | Ability to understand the process involved to adapt, integrate, and modify existing programs or vendor-supplied products for use within a large and complex technical environment. | Experienced in leading change management activities and managing their impact across multiple units or departments. |
**Job Family** | Information Technology | **Job Summary** | Involves managing technical projects having a defined beginning and end. Manages the project’s framework processes and methodologies involving departmental or cross-functional teams. Plans, coordinates and monitors scope, requirements, schedules, budgets, resources, tasks, risks, staff and deliverables. Monitors the project from initiation through completion. Organizes and leads activities relating to the management and completion of projects.

**Job Function** | Technical Project Management | **Category** | Supervisory & Management

| KSA 12 | Thorough knowledge of technical concepts and basic operating principles of data communications, computer hardware, vendor IT products, and software. | Experience in the management of ongoing technology infrastructure acquisition and expansion, to include the identification and integration of suitable emerging technologies. | Experienced in leading change management activities and managing their impact across multiple organizations across division, college or institutional boundaries.

| KSA 13 | Ability to understand the process involved to adapt, integrate, and modify existing programs or vendor-supplied products for use within the technical environment. | Thorough knowledge of technical concepts and basic operating principles of data communications, computer hardware, vendor IT products, and software. | Demonstrated experience developing and analyzing corporate strategy. Demonstrated experience with senior management planning and budgeting.

| KSA 14 | Experience of analyzing buy vs. build procurement for products for effective and efficient technology use. | Ability to understand the process involved to adapt, integrate, and modify existing programs or vendor-supplied products for use within a large and complex technical environment. | Excellent oral and written communication skills, including the ability to effectively present technical topics to large groups and senior management with potentially varied levels of technical sophistication.

| KSA 15 | Excellent oral and written communication skills, including the ability to effectively present technical topics to individuals and groups with potentially varied levels of technical sophistication. | Excellent oral and written communication skills, including the ability to effectively present technical topics to large groups with potentially varied levels of technical sophistication. | 

**Environment** | Campus, medical center or other university setting and various external venues. | Campus, medical center or other university setting and various external venues. | Campus, medical center or other university setting and various external venues.

**Career Path 1** | Technical Project Mgr 2 | Technical Project Mgr 3 | Information Technology > Information Systems > Supervisory and Management | Career Path open

**Career Path 2**

**Career Path 3**

**Career Path 4**

**Career Path 5**

**Career Path 6**