MINNESOTA IT SERVICES

Working Title: IT Program Manager
Job Class: Information Technology Specialist 5
Agency: Minnesota IT Services

- **Job ID:** 75475
- **Location:** St. Paul
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Date Posted**: 04/03/2024
- **Closing Date**: 04/12/2024
- **Hiring Agency/Seniority Unit**: Minnesota IT Services
- **Division/Unit**: Department of Human Services / Project Management Office
- **Work Shift/Work Hours**: Day Shift
- **Days of Work**: Monday - Friday
- **Travel Required**: No
- **Salary Range:** $37.45 - $64.04 / hourly; $78,195 - $133,715 / annually
- **Job Class Option**: Project Management
- **Classified Status**: Classified
- **Bargaining Unit/Union**: 214 - MN Assoc of Professional Empl/MAPE
- **FLSA Status**: Exempt - Professional
- **Telework Eligible**: Yes
- [Designated in Connect 700 Program for Applicants with Disabilities](): Yes

Make a difference in the lives of Minnesotans.

The work you'll do is more than just a job. Join the talented, engaged and inclusive workforce dedicated to creating a better Minnesota.

Join the 2,500+ professionals of [Minnesota IT Services]() (MNIT) who connect Minnesotans to services that will improve their lives. This position serves our partners at Minnesota's largest state agency, the Department of Human Services (DHS). The MNIT DHS team supports complex and varied technical needs, including systems that provide health care coverage, deliver child protection and welfare services, and provide support for Minnesotans with special needs including mental illness, chemical dependencies, and physical or developmental disabilities.

Job Summary

As an IT Senior Project Manager, you will manage IT Systems Governance Groups (SGG) in the capacity of a Program Manager. SGGs oversee the development, enhancement or retirement of complex information technology & business area solutions, systems, processes, and services delivered on a statewide basis. Included are technologies that span the complete spectrum of IT systems, solutions, and processes to support, and enhance foundation infrastructure, services, systems, and enterprise software applications.

You will be the focal point for project and/or program initiation, planning, execution, control, and closure using industry best practices for service/systems creation and development and generally accepted standards outlined in the Project Management Body of Knowledge (PMBOK) and by MNIT Services.

Additionally, you will ensure quality and consistency across multiple projects in the use of project planning, scheduling, scope and risk management, status reporting, change control, issues resolution, and other project management controls and practices. The end goal of the position is the successful delivery of projects in a consistent and documented manner.

This position is currently eligible for full-time telework:

- Telework for Minnesota IT Services allows an employee to perform work from a telework location and an employee may be required to be in the office based on business needs and other dependencies in Saint Paul, Minnesota.

- Only candidates located in Minnesota and bordering states (Iowa, North Dakota, South Dakota, or Wisconsin) are telework eligible.

Minimum Qualifications

Candidates must clearly demonstrate all of the following qualifications in their resume:

This position requires a minimum of five (5) years of experience in performing IT project management functions.

Experience must include:

- Risk Management, Defect Management, Conflict Management and other project management controls and practices.
- Knowledge of Portfolio and Program Management.
- Ability to manage conflict, develop team accountability, effectively deal with change, facilitate meetings, listen to stakeholders and project members, build consensus, negotiate, and persuade.
- Experience mentoring, coaching, and guidance of other project team members.
- Ability to deliver effective verbal or written messages that facilitate a mutual understanding amongst all parties.
- Customer service skills that include active listening, empathy, and problem-solving.

A master's degree in Information Technology or an IT related field substitutes for three (3) years of experience, OR an IT related bachelor's degree substitutes for two (2) years, OR an IT related associate's degree substitutes for one (1) year.

Preferred Qualifications

- Currently possess Certified Associate in Project Management (CAPM) and/or Project Management Professional (PMP).
- Currently possess ITIL Foundation Certification.
- Working knowledge of the PMBoK theory, principles, and practices of project management.
- Working knowledge of development of new system functionality as well as an understanding of information technology.
- Working knowledge of System Development Life Cycles (SDLC) and Project Management Life Cycles.
- Working knowledge of software development relating to concepts, methodologies, principles, standards, and best practices.
- Experience with delivering custom developed systems for the business, implementing Commercial off the Shelf (COTS) solutions and Software as a Service (SaaS) solutions for the business.

Additional Requirements

It is the policy of Minnesota IT Services that a successful candidate must pass all legally required checks prior to employment which may consist of the following:

- SEMA4 Records Check (applies to current and past state employees only)
- Criminal History Check
- Reference Check
- Social Security and Address Verification
- Education Verification
- Other legally required checks

Minnesota IT Services will not sponsor applicants for work visas. All applicants must be legally authorized to work in the United States.

How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the job information line at 651-259-3637 or email careers@state.mn.us. For additional information about the application process, go to http://www.mn.gov/careers.

If you have questions about the position, contact Kristen Haider at kristen.haider@state.mn.us.

Connect 700 Program

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Kristen Haider at kristen.haider@state.mn.us.

Veterans

To be considered for any [Veteran's Status](), you MUST indicate this on your application.

[RECENTLY SEPARATED VETERANS (RSV)](): Effective July 1, 2009, legislation provides that the top five RSV applicants who apply and meet the qualifications for a vacancy shall be granted an interview. You must:

1. Meet all Minimum Qualifications identified in this posting.
2. Meet all of the RSV criteria.
3. Submit a copy of your DD-214 form by the closing date to: MNIT.Recruitment@state.mn.us.

[CERTAIN DISABLED VETERANS](): Effective August 1, 2012, legislation provides state agencies with the option to appoint certain disabled veterans on a noncompetitive basis if you:

1. Meet service requirements and have a verified service-connected disability rating of at least 30%.
2. Provide qualifying documentation verifying the disability.
3. Meet all Minimum Qualifications identified in this posting.
4. You must submit all documentation by the closing date to: MNIT.Recruitment@state.mn.us.

Current State Employees

- Bidders: This vacancy is open for bids and all qualified applicants simultaneously. This vacancy will be filled in accordance with applicable union contract provisions. Current employees of Minnesota IT Services who are currently in an **Information Technology Specialist 5/Project Manager** position and who are eligible to bid and apply within the seven (7) day bidding period will be considered prior to filling the position via other means.
- Current State Employees: Please note that employment provisions (including but not limited to seniority and leave accrual) vary among the three branches of Minnesota State government. When considering a job with another branch of state government, you are highly encouraged to explore these differences. For assistance, please direct questions to your current or anticipated Human Resources office.

About Minnesota IT Services

[Minnesota IT Services]() is the information technology agency for the State of Minnesota. MNIT partners with agencies, boards, councils, and commissions to deliver secure, reliable technology solutions as we set IT strategy, direction, policies, and standards statewide. Work for MNIT and be part of a nation-leading IT organization that helps to create an innovative government that works for everyone. Our culture promotes collaboration, demands agility, and encourages us to embrace change. Be a part of something bigger than yourself, something to be inspired by; come to work for MNIT.

Why Work for Us

Diverse Workforce

We are committed to continually developing a workforce that reflects the diversity of our state and the populations we serve. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve the people of Minnesota.

A recent engagement survey of State of Minnesota employees found:

- 95% of employees understand how their work helps achieve their agency's mission
- 91% of employees feel trusted to do their jobs
- 88% of employees feel equipped to look at situations from other cultural perspectives when doing their job
- 87% of employees report flexibility in their work schedule

Comprehensive Benefits

Our benefits aim to balance four key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life harmony. As an employee, your benefits may include:

- Public pension plan

- Training and professional development
- Paid vacation and sick leave
- 11 paid holidays each year
- Paid parental leave
- Low-cost medical and dental coverage
- Prescription drug coverage
- Vision coverage
- Wellness programs and resources
- Employer paid life insurance
- Short-term and long-term disability
- Health care spending and savings accounts
- Dependent care spending account
- Tax-deferred compensation
- Employee Assistance Program (EAP)
- Tuition reimbursement
- [Federal Public Service Student Loan Forgiveness Program](#)

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

AN EQUAL OPPORTUNITY EMPLOYER

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at [651-259-3637](#) or email [careers@state.mn.us](#) and indicate what assistance is needed.