



Job Description

Title: Project Manager - Technology
Reports To: Associate Director of EPMO
Department: EPMO

FLSA Status: Exempt
Grade: 17

Summary:

The Project Manager-Technology manages multiple key projects related to the continual improvement of Access Health CT's (AHCT) technical infrastructure. The Project Manager-Technology leads and directs all aspects of each project and coordinates with other departments to ensure all aspects of each project are compatible across the organization. S/he is responsible for the management and direction of technology projects that have a high-risk impact on external business partners and/or AHCT customers. S/he assigns responsibility for task completion, sets and adheres to deadlines and budget, prepares summary status reports, and monitors progress utilizing core project management tools. S/he reports to the Associate Director of EPMO and has no direct reports.

Responsibilities:

- Lead internal resources and third parties/vendors for project execution
- Ensure that all projects are delivered on time, within scope, within budget, and in accordance with various regulatory requirements, specifically HIPPA, ACA, NIST 800-53 and IRS Publication 1075
- Define the project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to monitor and track progress
- Develop spreadsheets, diagrams, and process maps to document needs
- Manage projects through their entire software development life cycle for application development and delivery.
- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
- Collaborate with the IT functional teams and other stakeholders to review, analyze and develop enhanced IT controls for Infrastructure and Security & Compliance perspectives.
- Measure project performance using appropriate tools and techniques
- Manage projects according to the PMP/PMI, Agile, Waterfall, or Hybrid methodologies
- Create and maintain comprehensive project documentation
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Conducts cost analysis, estimating expected costs for the project

- Conducts risk assessments, report identified risks to the management team; provides recommendations for mitigation of risk (including of termination of the project if appropriate)
- Develop comprehensive project plans to be shared with other staff members
- Use and continually develop Project Management and Leadership skills
- Attend conferences and training as required to maintain proficiency
- Perform other related duties as assigned

Requirements:

- 5-7 years' work experience as a Project Manager of multiple projects including budget management
- 5+ years' experience leading **technology** change management
- Project Management Professional (PMP) is required OR 6 years of proven experience managing a portfolio of up to 10 million dollars.
- ITIL certification desirable
- Familiar with current technologies
- Experience working with State agencies preferred
- Ability to lead team members through challenges
- Self-starter able to make independent, correct decisions
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Advanced skills with Microsoft Office Products Word, Excel, PowerPoint
- Bachelor's Degree in appropriate field of study or equivalent work experience

Physical Demands: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

Work Environment: this is an in-office role in which the noise level in the work environment is usually low. Requires fast-paced deadlines and has a high stress at times. Will require minimal travel within CT.

Equal Opportunity and Affirmative Action Employer

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship