

**Alaska Court System
Class Specification**

PROJECT MANAGER 1, E-FILING

Salary Range: 22

EEO4: 02

SOC: 13-1082

Class Code: C3115

Definition:

Incumbents in the Project Manager series provide management and oversight for the design, development, and implementation of the Alaska Court System's electronic case filing (e-Filing) project. The Project Manager 1 works in partnership with the Project Manager 2, the e-Filing Team, and the trial court staff on all needs related to the implementation of the Alaska Court System's e-Filing system. The position is responsible for the coordination of project components such as communication, research, planning, procurement, and implementation.

Distinguishing Characteristics:

The Project Manager 1 is the entry level of the series. The incumbent performs administrative functions requiring an understanding of the e-Filing system and a high degree of familiarity with court system policies, procedures, and organizational structure.

The roles and duties of the Project Manager 1 and Project Manager 2 are flexibly assigned depending on the stage of the e-File project. The responsibilities will be shared between the two positions, and job class specifications may be changed upon staffing changes of the Project Manager 2.

Supervision Received: The Project Manager 1 works under the general direction of the Project Manager 2, but is supervised by the Administrative Director.

Supervision Exercised: The Project Manager 1 is assigned limited supervisory duties, and provides expert coordination between trial courts, committees, and teams designated to assist in the e-File project. On occasion, the Project Manager 1 may be assigned full supervisory responsibilities for staff in the absence of the Project Manager 2.

Complexity of Tasks: The Project Manager 1 is responsible for the administrative coordination of the court's statewide e-filing project to allow Project Manager 2 to focus on technology build.

Independent Judgment: The Project Manager 1 performs work of a professional nature that requires independence, judgment, and initiative. Routine assignments are performed in accordance with and through interpretation of standard practices, policies, rules and with infrequent supervisory review. The incumbent is required to make critical decisions and recommendations regarding a major technology project for the statewide judicial system.

Examples of Duties:

Serve as an administrative liaison between the Administrative Director, Clerical and Judicial e-Filing Committees, Project Teams, and stakeholders, including internal staff, justice agencies, law office staff, and attorneys. This includes communicating with the Project Manager 2 regarding decision points needed and decisions made by the two committees, and facilitating communication with stakeholder groups about the status of the e-File project.

Coordinate the implementation of the court's e-filing project and e-File related projects. Develop and implement communication plans for internal and external stakeholders.

Participate in communication with the e-Filing vendors with Project Manager 2.

Learn how to test modifications for all e-Filing and related applications.

Experience with broad range of existing processes and promote ideas to simplify and enhance efficiency in coordination with the two e-File committees.

Attend, participate, and document discussions and decisions of executive committee meetings, weekly e-File staff meetings, and project management vendor meetings.

Participate in system requirement sessions and gather project requirements from stakeholders and the project team. Work with the Project Manager 2 to define and document the business needs and system requirements of internal and external stakeholders.

Work with court and vendor project leaders to coordinate implementation strategies to meet project goals.

As needed when Project Manager 2 is unavailable work with the IS staff to insure integrations wherever e-File and other court applications intersect.

Ensure webpages, user guidelines, and other resources for internal and external users are updated and current, and provide recommendations on improving ease of access to resources.

Assess and provide recommendations on form of training, and communicate training of new or updated business processes to internal and external stakeholders. Arrange OnBase training for e-File and IT staff.

Together with Project Manager 2 review and edit training plans and instructions prepared by the e-File team.

Provide training support for new e-Filing project staff when Project Manager 2 is unavailable.

Collaborate with Project Manager 2 to negotiate contracts with vendors.

Validate invoices from vendors.

Advise the e-Filing staff attorney of project needs that require revision of rules and policy changes. Collaborate with the Project Manager 2 and stakeholders to set and maintain timelines.

Review and sign timesheets, prepare draft evaluations for e-File staff

Work closely with Project Manager 2 on all hiring and disciplinary actions for e-File staff, and together provide recommendations on staffing needs of the project. If recommendations are approved, Project Manager 1 would work closely with Human Resources.

Knowledge, Skills, Abilities:

The Project Manager 1 requires knowledge of:

- Court operations and processes.
- External agencies and their interactions with the court system.
- Court case flow, statutes, court rules, and regulations.
- Court e-File systems.
- Court case management systems.

The Project Manager 1 requires skill in order to:

- Communicate effectively to diverse stakeholders.
- Meet project deadlines.
- Work independently.
- Plan and organize special projects to meet objectives.

The Project Manager 1 requires the ability to:

- Prioritize work and optimize efficiency.
- Establish and maintain cooperative working relationships.
- Analyze options and recommend solutions to the Project Team.
- Comprehend complex written material; interpret and apply rules, regulations, and instructions; evaluate suggestions and priorities.
- Communicate effectively orally and in writing; and work effectively in a team context.

Minimum Qualifications:

Substantial knowledge of the American legal system.

AND

Three years of professional experience as a project manager developing, planning, coordinating, and implementing a program, project, organization, or major components of a program that included administrative authority over budget, staff, vendors, contractors, and operations.

OR

Three years of advanced administrative and supervisory experience in court administration at the state level or in a multi-judge court of general trial jurisdiction. The required experience can be met by service as a Clerk of Court 4-6 or Area Court Administrator 1-3.

OR

Three years of data processing management experience that included supervision of professional staff and responsibility for design, development and implementation of systems, and administration of contracts.

OR

Three years of experience as a Business Analyst 2 with the Alaska Court System.

Preferred Qualifications:

Professional experience managing technology and information technology projects is preferred.

Note: This position is in the partially-exempt service. The incumbent serves “at-will” to the appointing authority.

09/22 – Established