

**Alaska Court System
Class Specification**

PROJECT MANAGER, E-FILING

Salary Range: 23

EEO4: 02

SOC: 13-1082

Class Code: C3109

Definition:

The Project Manager provides management and oversight for the design, development, and implementation of the Alaska Court System's electronic case filing (e-filing) project. This is a multi-year project to develop a project plan and transition the Alaska state courts from paper to electronic case files. The incumbent will serve as the liaison between the Administrative Director, the Project Steering Committee, Project Teams, and stakeholders. The position is responsible for the coordination of project components such as communication, research, planning, procurement, design, development, testing, training, and implementation.

Distinguishing Characteristics:

The Project Manager is a single-position job class. This is a supervisory job class with substantial authority to employ, discipline, and adjudicate the grievances of subordinate employees.

Supervision Received: The Project Manager works under the general direction of the Administrative Director. The incumbent works independently; performance is measured by total results. The methods of performing assignments are the responsibility of the employee so long as they are within established policies and procedures. Work is periodically reviewed to measure overall results and assure conformance with policy and procedure.

Supervision Exercised: The Project Manager exercises full supervisory authority and responsibility for assigned staff.

Complexity of Tasks: The Project Manager is responsible for management and coordination of the court's statewide e-filing project. The incumbent is required to make critical decisions and recommendations regarding a major technology project for the statewide judicial system.

Independent Judgment: The Project Manager performs duties that require a high degree of independent judgment to evaluate options, make recommendations, prioritize work, manage personnel, and take necessary action to quickly resolve complex problems.

Examples of Duties:

Serve as liaison between the Administrative Director, Project Steering Committee, Project Teams, and stakeholders.

Coordinate the development and implementation of the court's e-filing project and other special projects as they arise.

Develop and implement communication plans for internal and external stakeholders.

Present proposals, recommendations, and options to the Project Steering Committee.

Develop and update project plans and schedules for approval by the Steering Committee. Develop timelines and milestones for each project activity; monitor progress and revise plans as necessary. Document decisions, maintain project files and schedules. Document lessons learned at the completion of major project milestones. Prepare reports and correspondence.

Establish specialized project teams to work on specific aspects of the project.

Facilitate meetings and represent the ACS at meetings with external stakeholders (Departments of Law, Public Safety, Corrections, Juvenile Justice, OPA, Public Defender Agency, Alaska Bar Association, and the general public).

Participate in system requirement sessions and gather project requirements from stakeholders and the project team. Define and document the business needs and system requirements of internal and external stakeholders.

Analyze e-filing systems used by federal and state courts. Identify and analyze commercial applications which may meet the court's business needs. Participate in the evaluation of potential systems.

Identify problems and issues and refer to appropriate project teams, stakeholders, or subject matter experts for recommendation or resolution.

Recommend procurement/customization of commercial applications OR development of in-house applications.

Write or contribute to procurement documents and processes to obtain applications and professional services necessary to implement the components of the project. Define the scope of work; develop the Request for Proposals (RFP); participate in the vendor selection process; and assist in the negotiation of terms and conditions for procurement contracts.

Work with court and vendor project leaders to define project scope, risks, assumptions, constraints and goals.

Oversee software development. Develop rigorous testing protocols.

Monitor the work performed by vendors, contractors, court employees, agency staff, and consultants.

Assess training requirements and oversee the communication of new business processes to internal and external stakeholders. Review materials developed by training teams. Assist in development of specific plans to inform and train management and end users.

Direct the development of statewide operating and working procedures and standards. Provide post-implementation support.

Assist in the development of the project budget, grant applications, legislative budget requests.

Participate in the selection, supervision, and evaluation of employees assigned to the project.

Knowledge, Skills, Abilities:

The Project Manager requires knowledge of:

- The legal system.
- The principles, practices, and techniques of project management.
- Current computer technology and trends, including information management, communications, and data administration.

The Project Manager requires skill in order to:

- Communicate effectively to diverse stakeholders.
- Facilitate resolution in difficult and controversial situations.
- Meet project deadlines and deliverables.
- Oversee technical personnel responsible for the design, development, and implementation of complex software applications.

The Project Manager requires the ability to:

- Lead and manage statewide technology projects.
- Communicate complex concepts in straightforward language.
- 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 within a team context.
- Supervise the activities of subordinate staff, contractors, and vendors.
- Review and assess the suitability of systems being considered by the ACS.

Minimum Qualifications:

Substantial knowledge of the American legal system.

AND

Substantial discretion and responsibility for the successful completion of a complex project that included defining the project parameters, coordinating the effort of multiple work teams, and the project's timely implementation.

OR

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

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.

12/11 – Established

02/14 – Remove MQQ’s

12/17 – Range Change

09/18 – Change SOC Code