



IT PROJECT MANAGEMENT JOB FAMILY

CAREER PATH

Positions in this family are accountable for the identification, analysis, planning, execution, and completion of projects for information technology (IT) solutions of an IT team to ensure projects achieve their goals and meet pre-defined outcomes. This may include process re-engineering from an IT perspective, and ensuring that business requirements are translated into effective business technologies.

Typical functions

The functions within this job family will vary by level, but may include the following:

- Prioritize requirements of projects.
- Define project scope, objectives, and requirements.
- Communicate with information technology staff and stakeholders regarding project objectives, priorities, and scope.
- Clarify the business needs of information technology projects.
- Ensure adherence to security standards.

The work assigned to positions in this series ranges from serving as a business analyst for a project to leading multi-million dollar, multi-year projects.

Business Analyst

Pay grade: 18, 22, 25, 28

This is an entry-level professional position accountable for determining business needs and translating into functional specifications. This position defines systems scope, objectives, and functions based on user input and understanding of business processes. This position provides the basis for the design or modification of information systems through business analysis. Employees also document requirements and write technical documents. Typically work assigned is of moderate complexity and/or impact/risk projects/systems.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Associate's degree from an accredited institution.

Senior Business Analyst

Pay grade: 30, 33

This is a senior-level professional position accountable for determining business needs and translating into functional specifications. This position defines systems scope, objectives, and



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functionality based on user input and understanding of business processes. This position provides the basis for the design or modification of information systems through business analysis and documents requirements. This position is typically assigned work on more complex, larger, and higher impact/risk projects/systems and will typically design/devise more optimal systems and processes based on broader experience.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and six years of relevant IT experience.

Project Manager

Pay grade: 34

A project manager is accountable for managing the most complex projects at an agency level or statewide enterprise level. This position typically has a project portfolio in the range of \$5 to \$15 million and is responsible for project planning, overseeing activities of the project team, and identifying appropriate resources needed. The Project Manager develops project plans, timelines, and accountabilities and must be familiar with project scope and objectives as well as the role of each team member. This position is accountable for developing project deliverables and measuring project outcomes and has frequent interaction with both business owners and managers in other IT functions. This position often manages lower-level project managers and may assist Chief Information Officer (CIO) or other directors or managers with strategic planning and direction.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and seven years of relevant IT experience.

Division Assistant Director (Project Manager Director)

Pay grade: N/A

This is a managerial level position accountable for managing projects which are highly complex in nature and have a statewide enterprise impact. The projects managed at this level are the largest in terms of size, scope, complexity, and impact on the state. This position typically has a project portfolio in excess of \$15 million and projects are multi-year and multi-faceted. This position is responsible for project planning, overseeing activities of the project team, and identifying



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appropriate resources needed. This position develops project plans, timelines, and accountabilities and must be familiar with project scope and objectives as well as the role of each team member and/or sub project managers. The Project Manager Director is accountable for developing project deliverables and measuring project outcomes. There is frequent interaction with both business owners and managers in other IT functions. This position often manages lower-level project managers and is responsible for assisting the Chief Information Officer (CIO) with strategic planning and direction.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and ten years of relevant IT experience.

ADDITIONAL INFORMATION

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Employees must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

Click [HERE](#) to view our employee benefits.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.



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