

## STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION	
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	R	4	0	SC Department of Motor Vehicles
Position Number						Agency Code			Agency Name
Chief of Staff/Project Management Office									Blythewood/Richland
Division / Section / Unit									City / County
<input type="text"/>						4	0	Y	Y/N
Employee Name						County Code			Is Position in Central Office?
<input type="text"/>						<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current State Title						Alphanumeric Code			Slot Band

F	5	2	Chief of Staff				U	A	0	2				
Full / Part Time Indicator			Supervisor State Title				Alphanumeric Code				Slot			

SOURCE OF FUNDING	
1	2
3	4
5	6
7	8
9	10
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99	100

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1	0	0	0	0																			
State %	Federal %	Other %																					

F	5	2		
Full / Part Time Indicator				
3	7	.	5	0
Hours Per Week				
1	9	5	0	
Base Hours				

☐ DSHR COPY ☐ AGENCY COPY

DIVISION OF STATE HUMAN RESOURCES

DIVISION OF STATE HUMAN RESOURCES

Agency Code      Alphanumeric Code      Slot

Authorized Date 

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☐ Delegated      ☒ New Position      ☐ Prototype☐ State Title Changes    ☐ Update

\_\_\_\_\_

Approved State Title	
Approval Signature	Date Approved

Approved State Title	
Approval Signature	Date Approved

REQUESTED ACTION INFORMATION	
1. Requested Action	2. Requested Action Description
3. Requested Action Date	4. Requested Action Location
5. Requested Action Status	6. Requested Action Comments

Requested Action	Requested State Title	Alphanumeric Code
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Supervisor's Signature	Date	Other Required Signature

<input type="checkbox"/>	<b>FLSA Designation</b>
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**THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR**

**1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?**

A bachelor's degree and 4 years of experience planning, directing, and implementing project management, quality improvement, policies and processes at the organizational level. Preferred requirements: Project Management Professional (PMP) certification.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Knowledge of agency's mission, programs, and objectives; skill in communicating effectively and facilitating group processes; knowledge of performance management and quality improvement concepts; skill in elicitation of requirements for information system development; ability to successfully facilitate state and agency policy development; ability to establish and maintain effective and productive working relationships and provide guidance to employees.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

This position requires minimal supervision. The employee must be able to function with high degree of independence and considerable discretion.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, and overnight travel).

This position may require occasional overnight travel. Valid SC Driver's License required.

### MISCELLANEOUS DATA

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Employee Number

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Position

Dept. Number

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# STATE OF SOUTH CAROLINA POSITION DESCRIPTION

## 1. Job Purpose:

The incumbent will lead the Project Management Office which is responsible for the management of the agency's strategic and non- strategic projects. The candidate will be responsible for managing major intra-agency and inter-agency projects and will utilize project management principles and methodologies.

## 2. Job Functions:

	Essential/ Marginal (E or M)	Percentage of Time
1. Collaborates with the Agency Director and the executive leadership team to drive the identification, prioritization, and alignment of all agency- wide strategic projects. Facilitates executive working sessions and provides consultative insights to the executive team regarding project alignment with agency strategy, Project Management practices, and scheduling/capacity considerations.	E	10%
2. Provides overall direction to the Project Management Office: Directs the implementation and enforcement of standards & methodologies across all SCDMV projects. Provides direction to the PMO team regarding approaches, disciplines, and expectations for project manager's responsibilities. Ensures alignment of team operationally with overall agency priorities and strategic plans. Serves as an agency expert on PMO matters.	E	40%
3. Oversees and directly consults on all aspects of the design, development, and implementation of PMO-managed projects. Actively engages in and leads key discussions around project approach, scope, valuation, prioritization, and scheduling of all high priority/high complexity projects.	E	20%
4. Ensures the PMO facilitates collaboration across the agency, making certain key stakeholders from the bureaus, administrative teams, technology team, vendors, and other third-party participants are properly engaged and informed throughout the project lifecycle.	E	15%
5. Determines staffing requirements for the PMO and approving staffing plans for individual projects, taking into consideration fiscal and human resources implications, to support long-term projects and programs. Performs all supervisory responsibilities for the team, including temporary/contracted PMO resources.	E	15%

## 3. Position's Supervisory Responsibilities:

*If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.*

	<u>STATE TITLE</u>	<u>NUMBER</u>	
(1)	_____	_____	<b>Number of employees directly supervised:</b> _____
(2)	_____	_____	
(3)	_____	_____	<b>Total number supervised:</b> _____

## 4. Comments:

5. The above description is an accurate and complete description of this job.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date