

Salary: \$5,396.00 - \$8,292.00 per month, or \$64,752.00 - \$99,504.00 per year.

## **Opportunity is knocking! Apply today! Project Manager 2**

### **Job Description:**

The Oregon Medical Board (OMB) is looking for a self-motivated team-player with excellent project management skills to join our fast-paced agency as a Project Manager 2. As the sole Project Manager, the successful candidate will be responsible for leading the successful implementation of an agency-wide technology replacement project through facilitation and coordination with project staff, other state agency employees, contractors, and diverse partners. The person in this position will help to define and sequence project activities, solve problems, manage project scope, and author project artifacts. There is one full time position available for a Limited Duration of approximately 15 months, although this may be extended. We will also consider State of Oregon employees for job rotation opportunities for the Limited Duration vacancy. This position is represented by the Service Employees International Union. This position allows some flexibility in work schedule and remote working.

The OMB understands the necessity of work-life balance and fosters a culture that supports it. Our office is on the waterfront in beautiful downtown Portland, overlooking the Willamette River, and great view of Mt. Hood. Numerous public transit options are within quick and easy access. Community is a strong focus within the agency and ensures our staff feel included and supported in all aspects of their work.

The mission of the Oregon Medical Board (OMB) is to protect the health, safety, and wellbeing of Oregon citizens by regulating the practice of medicine in a manner that promotes access to quality care. The OMB licenses, regulates and investigates Oregon medical doctors, doctors of osteopathic medicine, podiatrists, physician assistants and acupuncturists. Collectively, they are referred to as "licensees." The Board licenses, monitors, disciplines and educates its licensees to assure their fitness and competence to serve the people of Oregon. For more information about the OMB, visit our [website](#).

This recruitment will be used to establish a list of qualified candidates to fill the current vacancy, and may be used to fill future vacancies as they occur.

### **Benefits of working for the State of Oregon and the OMB team (What's in it for you):**

- Rewarding work in a productive and collaborative environment, where your work makes a difference.
- Colleagues who are passionate about public service.
- Work/life balance, 11 paid holidays a year, and generous leave including paid sick leave, vacation, and personal leave.
- A [competitive benefits package](#) that offers comprehensive [medical, dental, and vision](#) plans for the employee and their qualified family members.
- Membership in our [pension and retirement plans](#).
- [Get There](#) – Oregon's easy-to use carpool matching tool and trip planner.
- Live, work and play in Portland, Oregon.

### **Here's what you will do:**

As the Project Manager, you will manage, plan and coordinate the activities of the full scope of a technology replacement project. Duties will include, but are not limited to the following:

- Provide leadership and oversight to the Core Technology replacement project team, including agency staff and contracted resources through planning, monitoring/controlling, and closing of project.
- Ensure that project priorities are in alignment with the Project Sponsors and Steering Committee priorities.
- Facilitate and assist with the alignment of project and efforts across the agency. Ensure all project activities are in alignment with the agency's strategic goals and desired outcomes.
- Develop, implement, and maintain appropriate project documentation.
- Establish partnerships, working relationships, and agreements with project team members, agency management team, Enterprise Information Services (EIS), and contractors .
- Ensure compliance with all state, federal, and local regulations and policies as they pertain to the project.
- Produce regular project status reports.
- Lead monthly Steering Committee meetings.
- Make presentations and author articles for newsletters.
- Apply industry standard project management methodologies to ensure project remains on course and within scope, schedule and budget.
- Coordinate project activities with other programs, other State agencies, other governmental jurisdictions, or private sector partners.

**What we're looking for:**

**MINIMUM QUALIFICATIONS**

Five years of progressively responsible experience related to project management; **OR**

Four years of progressively responsible experience related to the class concept AND an Oregon Project Management Associate Certification; **OR**

Two years of progressively responsible experience related to the class concept AND a Bachelor's degree in Business Administration, Management, Public Administration, or a closely related field; **OR**

A Project Management Professional Certification awarded by the Project Management Institute.

The work history shown in your resume and cover letter must clearly describe your experience in each of the areas listed. Failure to provide this information may result in eliminating your application from further consideration.

**Candidates who are the most competitive will possess the following skills, background, and areas of expertise: (Desired Attributes)**

- Preference will be given to candidates that have a current Oregon Project Management Associate Certification, Project Management Institute (PMI) Project Management Professional Certification, or PMI Certified Associate in Project Management Certification.

- At least three years of experience as the project manager on moderately complex IT projects with demonstrated skill leading a project through a full life cycle; initiating, planning, executing, monitoring, and controlling and closing using PMBOK and Agile methodologies.
- Direct experience managing stage-gate technology projects for State of Oregon agencies.
- Direct experience managing projects that utilize Agile methodology.
- Skill and experience in project management practices as evidenced by the ability to create foundational project artifacts (e.g. project charters, schedules, plans, issues and risk logs, status reports.)
- Demonstrated proficiency in facilitating meetings and conversations with the ability to articulate expected outcomes, issues, and risks and needed steps to resolve.
- Excellent oral and written communications skills.

Please ensure that you clearly demonstrate in your application materials that you meet the qualifications listed and that you follow all instructions carefully. Errors or omissions may impact your rating or result in you not being considered for the job.

### **ADDITIONAL REQUIRED MATERIALS:**

You **must attach** to your online application the following:

- 1) Current resume
- 2) Cover letter (2-page limit)
- 3) Evidence of Oregon Project Management Associate Certification, Project Management Institute (PMI) Project Management Professional Certification, or PMI Certified Associate in Project Management Certification, if applicable.

Please attach these documents in the “Resume/CV” section of the application. If you have a Certification, please attach that as well.

### **HOW TO APPLY:**

- **External Applicants** Click on the “Apply” button and submit your application. Click this [link](#) for the External Candidate job aid, and view this [video](#) for additional information.
  - Please visit the [State of Oregon job opportunities webpage](#) to submit your application for the position, which includes your current **cover letter** and **resume** and any **Certification documents**.
- **Internal Applicants** (current State of Oregon employees): Apply through your employee [Workday](#) account. View this [job aid](#) for assistance. At the time of application, please attach your current **cover letter** and **resume** and any **Certification documents**.
- **Get Noticed!** Help your application rise to the top! Your candidate profile, cover letter and resume are the perfect place to display your interest in the position and highlight the skills and experience you will bring, making you the best candidate for the position. If requested, please be sure to attach your cover letter and resume and any Certification documents.
- Only candidates who meet the qualifications and have work experience most closely meeting what we’re looking for will be moved forward in the selection process.
- Applicant submissions will be screened for consistency of information and reviewed for communication at a professional level with attention to detail, proper grammar, spelling and punctuation.
- Transcripts and Certifications must be from an accredited institution and will be required at time of interview.

- All application materials must be received by the closing date and time posted on this announcement. Click here to find "[What you need to know to get the job](#)".
- Work experience is based on a 40-hour work week. (Example: 20 hours a week for one year would equal six-months of work experience.)

#### **AFTER YOU APPLY:**

- Log in to your Workday account before the job announcement closes to see if you have any pending tasks or actions, and make sure to complete those tasks or actions before the job announcement closes. These can be found under the "My Applications" section.
- Be sure to check both your email and Workday account for updates regarding this recruitment.

#### **VETERANS' PREFERENCE**

Oregon state government provides qualifying veterans and disabled veterans with preference in employment in accordance with ORS 408.225, 408.230, and 408.235. If you are eligible and requesting veterans' preference, you may receive an additional questionnaire in your Workday account after you submit your application. In order to receive Veterans' Preference, you must complete the questionnaire in your Workday account, **preferably before the application deadline** but no later than date of interview. In order to ensure your privacy, we are asking that you complete the Veterans' Questionnaire and attach your qualifying military documents at that time. This questionnaire will be sent to your Workday account after you submit your application.

- Please be sure to monitor your Workday account frequently, as all communication regarding application status will be sent to your Workday account. You may be asked to submit additional information after the initial application.
- For questions about documentation, please contact the Oregon Department of Veterans' Affairs at 1-800-692-9666.

#### **CRIMINAL BACKGROUND CHECK**

Employment is contingent upon the outcome of a state and national criminal record check which will include fingerprints. Your fingerprints will be used to check the criminal history records of the FBI. Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.

#### **Additional information:**

- Please save a copy of this job announcement for your reference, as it will not be available for you to view after the job closes. If you have questions about the job announcement, or need an alternate format to apply, please contact Jessica Bates at [Jessica.Bates@omb.oregon.gov](mailto:Jessica.Bates@omb.oregon.gov) or 971-673-2697.
- Please visit the [Oregon Job Opportunities Webpage](#) for more helpful information regarding the application process, Workday tips and resources, job opportunities across the State, and more!
- The salary listed is the non-PERS qualifying salary range. If the successful candidate is PERS qualifying, the salary range will reflect the additional 6.95%. Please review the [Classification and Compensation](#) page for more details, or you may [visit our website](#) for information on Pay Equity.
- NOTE: This position requires that you maintain a valid state driver's license, and pass a check of your driving record. Additionally, this position requires that you obtain and maintain CJIS (Criminal Justice Information Services) clearance.

- The Oregon Medical Board does not offer visa sponsorship. Within three days of hire, you will be required to complete the US Department of Homeland Security's I-9 form confirming authorization to work in the United States. If your employment authorization and documentation is contingent on sponsorship now or in the future, you will not meet Agency employment eligibility standards.

#### **Helpful Links & Resources**

[How to Set Job Alerts](#) | [Workday Applicant FAQ](#) | [What You Need to Know to Get the Job](#)

**Candidates from diverse backgrounds are encouraged to apply. The Oregon Medical Board is an equal opportunity, affirmative action employer, committed to equity and workplace diversity. The OMB values hiring a workforce representative of the communities we serve, understanding that a diverse workforce revitalizes our state. We value diversity and foster a positive and welcoming environment where all employees can thrive.**