



**DISTRICT OF COLUMBIA RETIREMENT BOARD  
Position Vacancy Announcement**

<b>ANNOUNCEMENT NO:</b> 20151223	<b>POSITION:</b> Information Technology Program Management Office Coordinator/Budget Analyst
<b>OPENING DATE:</b> December 23, 2015	<b>CLOSING DATE:</b> Tuesday, December 30, 2015
<b>TOUR OF DUTY:</b> 8:30 a.m. – 5:00 p.m., Monday - Friday	<b>STARTING RANGE:</b> \$74,800 – \$93,500 DOQ (Grade 9) (Career Service); Entire Range: \$74,800 – \$115,566
<b>LOCATION:</b> 900 7 <sup>th</sup> Street, NW, 2 <sup>nd</sup> Floor Washington, DC 20001	<b>AREA OF CONSIDERATION:</b> Open to all applicants
<b>NUMBER OF VACANCIES:</b> One (1)	<b>TYPE OF APPOINTMENT:</b> Probationary to Regular
<u>This position is NOT in a collective bargaining unit.</u>	

**\*\*\* Successful pre-employment criminal, financial, educational and certification background check required \*\*\***

**ABOUT THE D.C. RETIREMENT BOARD:**

The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans, as well as to administer benefits for the members of the plans.

**POSITION SUMMARY:**

The Program Management Office Coordinator/Budget Analyst is responsible for coordinating the activities of the Program Management Office, ensuring an integrated vision across the projects that are managed in the Information Technology Department. Additionally, this resource is required to provide strategic, budget-formulation direction and management for the department. This position requires that:

- PMO activities are identified and prioritized.
- Sound financial planning and execution is performed within the department.
- The strategic planning process is supported, such that IT programs and projects are adequately funded.
- Problem-management processes are communicated and adhered to across the IT organization.
- Capacity forecasting and reconciliation is performed against all projects.

**JOB OVERVIEW:**

- Strategic Input - Liaison with top IT management. Assist in the development of strategic plans for IT and Projects activity. Implement and coordinate program and project initiatives plans.
- Provide budget oversight and financial compliance for the IT and Projects departments.
- Develop financial reporting for the IT and Project departments.
- Develop strategic budgets to meet agency and department goals.
- Manage and measure the work of the IT resources, ensuring their effective utilization.
- Manage multiple projects simultaneously to successful conclusion.

- Manage vendor relationships and negotiate contracts to support program and project infrastructure.
- Assist in developing and managing the IT expense budget and capital plan.
- Communicate effectively with management and peers.
- Responsible for the purchase and acquisition of project resources, including drafting Statements of Work (SOWs).

#### **PRIMARY RESPONSIBILITIES:**

- Develop departmental reporting to the executive director and board of trustees.
- Develop financial reporting on budget and project performance.
- Lead the effort to update and maintain the IT strategic plan, utilizing a continuous three-year-forward vision.
- Lead strategic planning meetings with IT's four main groups (Applications/Data & Security/Infrastructure/Projects), ensuring their strategic compliance with the department's vision and goals.
- Manage the process that aligns strategic plans with the budget formulation process, ensuring that projects are adequately planned and funded.
- Establish regular communication with IT management and the business regarding the status of projects, establishing a continued narrative of project purpose, charter, funding, progress, issues, and risks.
- Leverage budget management and execution of best practices, ensuring appropriate planning, resourcing, and execution of the department's mission.
- Develop, manage, measure and report on key metrics, including creation of portfolio dashboards integrating metrics with IT strategy.
- Coordinate the IT groups' reporting and status process, utilizing the agency's enterprise project management application (*ProjectServer*).
- Manage and participate in regular meetings with business and IT stakeholders to prioritize, review, and manage the project-formulation and prioritization process.
- Participate in problem-management technology evaluations and decisions, and manage the day-to-day use of problem-management tools.
- Perform trend analysis of incidents and alerts to identify problem tickets, and help drive issue avoidance.

#### **PRIMARY WORKING ARRANGEMENTS:**

- The ideal candidate will be expected to manage the change/problem-management process, meet established service-level expectations, and be available for off-hour support when necessary.
- This role collaborates with IT domain resources to ensure the timely and efficient closure of problem tickets.
- The problem management manager must have sound communication skills, a broad knowledge of many IT systems and architectures, and experience working alongside other IT and business management professionals.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- In-depth knowledge of end-to-end budget management, encompassing planning, reporting, and tracking.
- Knowledge of and experience using budget creation and management tools, including Microsoft Forecaster and Management Reporter.
- Working knowledge of and experience using Microsoft SharePoint.
- Working knowledge of and experience using Microsoft ProjectServer.
- Strong problem-solving and analytical skills.
- Proven ability to build and manage relationships effectively in a matrixed environment.

- Strong organizational skills; ability to manage multiple projects with competing demands for resources.
- Proficiency in process formulation, process improvement and communication to others.

**BEHAVIORAL COMPETENCIES:**

- A focus on business satisfaction, with strong interpersonal skills and responsiveness.
- Ability to drive process improvement to continually improve service and reduce costs.
- Understands strategic business objectives and proposes relevant technical solutions and alternatives.
- Communicates with all levels of technical and non-technical staff.

**QUALIFICATIONS:**

- Bachelor's degree from an accredited university, or equivalent work experience.
- A Master's degree is preferred.
- A combination of 5 to 7 years of budget, coordination, and public pension industry experience, including preparing presentations to executive groups that include leadership teams, boards, and city councils.
- Four or more years of demonstrated experience building consensus across multiple business domains, especially during the budget-formalization process (required).
- Strong working knowledge of IT and project budgets in public pension industry.

**WORKING CONDITIONS:**

- Normal office environment.
- Work hours are 8:30 am – 5:00 pm.

**COMPENSATION LEVEL:**            Grade 9

*This job description indicates the general nature and level of work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.*

**RANKING FACTORS:**    NONE

**HOW TO APPLY:**            Applicants must submit a completed DC2000 Employment Application form, letter of interest discussing eligibility and qualifications, and resume. The DC2000 Employment Application is available as a fillable file document on the "Working at DCRB" page on DCRB's website. You may view the page here:  
<http://dcrb.dc.gov/service/working-dcrb>

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

**WHERE TO APPLY:**

Via Email to: [dcrb.vacancies@dc.gov](mailto:dcrb.vacancies@dc.gov)

Via U.S. Mail to: HR Director  
DC Retirement Board  
900 7<sup>th</sup> Street NW, 2<sup>nd</sup> floor  
Washington, DC 20001

Via Fax to: (202) 343-3302  
Attention: HR Director

**NOTE:** It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

**NOTICE OF NON-DISCRIMINATION:** In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Public Schools does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS:** An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 *et seq.*) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 *et seq.* (2001).

**DRUG-FREE WORK PLACE ACT OF 1988:** "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."



**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES**

