



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20120113	POSITION: <i>Project Manager</i>
OPENING DATE: January 13, 2012	CLOSING DATE: Open until filled
TOUR OF DUTY: 8:30 a.m.-5:00 p.m., Monday-Friday	STARTING RANGE: \$86,680-\$108,350 (Grade 10) (Career Service) Entire Range: \$86,680 - \$130,020
LOCATION: 900 7 th Street, NW 2 nd Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: Probationary to Regular

This position is **NOT** in a collective bargaining unit.

***** 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 Project Manager is directly responsible for creating and executing project work plans and revises as appropriate to meet changing needs and requirements. The Project Manager will lead DCRB through all phases of project planning including concept, development, implementation, and closeout, overseeing the work breakdown structure, critical path, and change control while ensuring required resources are available. The Project Manager will coordinate and lead projects including special benefits administration information technology projects that are essential to DCRB's mission.

PRIMARY RESPONSIBILITIES

- Works with staff and project sponsors and vendors on performance expectations and metrics by providing project supervision, detailed instructions, training, and feedback.
- Manages day-to-day operational aspects of a project and scope.
- Produces project work plans, time schedules, cost estimates, and workload projections to enable successful completion of various projects including benefits projects such as data reclamation, indexing/scanning, workflow reengineering, and the creation of various pension-related databases useful in benefits research and operations.
- Identifies resources needed and assigns individual responsibilities.
- Reviews deliverables prepared by team and enforces project standards.
- Produces daily, weekly, and monthly and annual management reports on multiple ongoing benefits projects and interacts with DCRB stakeholders.
- Produces requested reports, standard operating procedures, project updates, stakeholder presentations, cost/resource justifications, and other necessary documentation.
- Provides direction and structure for the Project Management function, establish project management standard practices and guidelines following standard project life cycle.
- Responsible for achieving project outcomes and business benefits.

- Manage the project scope and related project costs.
- Coordinate project communications, human resources, and quality assurance activities.
- Track and report budget and expenditures for all project activities.
- May supervise and lead project teams in fulfilling project duties so that deliverables and timeframes can be met. This includes scheduling, reviewing work product, and ensuring project quality is maintained. May manage and coordinate project staff/contractors assigned to agency projects.

KNOWLEDGE, SKILLS AND ABILITIES

- Advanced knowledge of project management and benefit administration processes related to retirement systems preferred.
- Advance knowledge of information systems, databases, and business processes related to large volume of personnel data.
- Excellent project management and organizational skills.
- Advanced skill in producing statistical reports and recommendations to various audiences.
- Ability to identify areas of improvement in processes; documents and presents proposals for resolution.
- Ability to make decisions and operate independently with respect to complex issues and business requirements with a high degree of exposure.
- Ability to manage multiple projects simultaneously with strong results/goal orientation.
- Excellent communication skills including the ability to write clearly and succinctly in a variety of communication settings and styles.
- Ability to communicate clearly, both orally and in writing, high level concepts to various staff members who will be working on the day- to- day detail of projects.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Knowledge of D.C. government regulations and requirements.
- Knowledge of computer applications specific to benefits processing and related to DCRB business activities, such as STAR, FileNet/Kofax scanning processes, PeopleSoft, Microsoft Applications Suite, etc.

BEHAVIORAL COMPETENCIES

- Ability to build positive working relationships with a diverse group of people both internal and external to the agency.
- Ability to motivate, lead, mentor and provide feedback to project members.
- Ability to work closely with others as part of a team while being able to take full responsibility for outcomes.
- Ability to work as team player who approaches tasks in a collegial manner.

QUALIFICATIONS

- Bachelor's degree in Business Administration, Information Technology, Human Resources, related field or combination of related experience and education.
- PMP certification preferred.
- At least five to seven years of previous project management experience. Preferred experience with benefits/retirement systems.
- Experience with and knowledge of quality assurance, records/document management, and reengineering principles.

WORKING CONDITIONS

- Normal office environment

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.

HOW TO APPLY:

Applicants must submit a completed DC2000 Employment Application, letter of interest discussing eligibility and qualifications, and resume.

The Employment Application is available at www.dcrb.dc.gov under "Employment Opportunities"

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: Submit application materials to: HR Manager
DC Retirement Board
900 7th Street NW, 2nd floor
Washington, DC 20001

Or email application content to:

dcrb.vacancies@dc.gov

Or fax materials to: (202) 566-5000
Attention: HR Manager

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 a 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

