

Senior Project Manager

JOB FAMILY DEFINITION

This classification falls within the Facilities Project Management Job Family encompassing a range of work in which incumbents are responsible for providing the full scope of design and construction project management services for new and/or major large-scale modernization/renovation projects and/or multiple facility modification projects across the state, from inception through completion and activation. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents, as assigned, are responsible for providing the full scope of professional advanced journey-level project management for major capital outlay projects. Projects encompass all project phases including site selection and acquisition, and design and construction for the largest and/or most complex projects. This position provides technical review and direction for the entire construction process of an assigned project including the coordination of internal and external resources. Additionally, the Senior Project Manager is designated by the organization as a subject matter expert in a professional discipline such as architecture, engineering or construction management, and provides consulting and guidance to other project managers.

DISTINGUISHING CHARACTERISTICS

The Senior Project Manager class is distinguished from the Project Manager in that incumbents are responsible for providing advanced journey-level project management for the largest and/or most complex projects and are considered subject matter experts with unique and specialized knowledge in a specific professional discipline in the design and construction field such as, but not limited to, architecture, engineering, building engineering, or construction management. The Senior Project Manager may serve as staff to the highest-level Judicial Council advisory bodies and communicates with and provides professional advice to Judicial Council executives and branch leadership.

Incumbents in the Senior Project Manager classification have technical expertise, authority over, and management responsibilities for, the projects they are assigned, and, as such, exercise independent judgement in implementing policies, procedures, and standards for the projects they manage, within the confines of agency policies and strategic directives. Incumbents have significant budget authority for the day-to-day expenditures of assigned projects, with oversight provided by a Manager. The Senior Project Manager exercises considerable independent judgment in project management and establishing policies, procedures, and standards statewide as well as advising project teams statewide.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Manages the largest, most complex new capital and/or major large-scale renovation projects with significant financial impact, complex approvals, and political visibility or atypical delivery/ownership strategies.
- Leads complex efforts in the development of joint funding and joint operating agreements; develops complex strategies for stakeholders impacted by projects.

- Advises and consults on, and/or coordinates project procurement activities, site selection, design and construction, quality assurance, financial management, and close-out of projects.
- Provides consulting and advice to other project managers and Judicial Council leadership as a subject matter expert in a design and construction-related professional discipline including, but not limited to, architecture, engineering, construction management, and project management.
- Provides advice on architectural best practices in all phases of capital construction and/or major modifications, as assigned.
- Chairs architectural design review panels, as assigned.
- Evaluates design criteria; recommends and approves design modifications, as assigned.
- Develops agency-wide technical standards; counsels other project managers and staff on technical standards.
- Collaborates with procurement staff to execute the solicitation process for professional design, engineering, and construction services including, but not limited to, developing project specifications; interviewing, rating, and selecting firms for projects; negotiating contracts, amendments, and change orders; and overseeing contract expenditures and deliverables.
- Implements project goals, objectives, policies, procedures, and work standards.
- Represents the work unit to customers, other agencies, and external technical experts; collaborates with executive stakeholders.
- Coordinates and mediates high functioning teams working on a variety of projects.
- Conducts special studies which may include, but are not limited to, major modernization/renovation and expansion of existing buildings, cost analysis, repurposing/adaptive reuse, space allocation analysis, relocation options, project risk, and project funding options.
- Develops, reviews, maintains, and approves project schedules and budget reports as required.
- Prepares and presents complex reports; reviews plans and specifications.
- Develops and prepares meeting content; organizes and facilitates meetings.
- Provides training to internal and/or external clients in assigned area.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

- Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific project management tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor’s degree, preferably in architecture, engineering, building engineering or construction management, and five (5) years of construction/project management experience. *An additional four years of professional experience as noted above may substitute for the bachelor’s degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

One year as a Project Manager with the Judicial Council of California or one year of experience performing the duties of a class comparable in the level of responsibility to that of a Project Manager in a California Superior Court or California state-level government entity.

LICENSING AND CERTIFICATIONS

- Architect, Professional Engineer, or Certified Construction Manager.
- Valid driver's license, as assigned.

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Principles, practices, and methods of architecture, engineering, and/or construction management, as assigned;
- Principles, practices, and methods of Leadership in Energy and Environmental Design (LEED);
- Project management principles, practices, and methods;
- Architectural plans, engineering diagrams and reports;
- Principles and practices of conflict resolution and negotiation;
- Building systems, including, but not limited to, structural, mechanical, electrical, information technology, audio-visual, and security;
- Contract administration principles and the contracting process;
- Modern procurement;
- Cost estimating for construction, professional services and permitting;
- Quality assurance practices and methods;
- Best practices and emerging technologies;
- Mathematical concepts;
- Safe work practices and methods;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Interpreting and applying applicable laws, codes, regulations, and standards;
- Reading, interpreting, and advising others regarding architectural and engineering plans, terminology, and specifications;
- Understanding, applying, and advising others regarding architecture, construction and/or engineering methods and approaches;
- Providing project management, organization, and logistics;
- Exhibiting political acumen;
- Developing and implementing goals, objectives, policies, procedures, and work standards with broad applications agency-wide;
- Developing and motivating effective work teams;
- Developing scopes of work;
- Estimating project costs and time requirements;
- Developing/understanding contract language and conditions;
- Conducting quality assurance activities for construction projects;
- Managing budgets and expenditures;
- Managing procurement processes;
- Managing different professional disciplines within a project team;
- Managing project record keeping;

- Coordinating deadlines and prioritizing competing demands;
- Providing negotiation and conflict resolution;
- Preparing and delivering formal presentations;
- Performing mathematical calculations;
- Applying safe work practices;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, fumes, noxious odors, dust, mist, gases, poor ventilation, underground/confined/restricted workspaces, loud noise, and external heights more than five stories above ground level. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require frequent statewide travel, including overnight travel.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*