



ENTERPRISE PROJECT MANAGER II

Position Status:	Exempt
Reports To:	Enterprise Project Management Manager
Effective Date:	03/15/13
Revised Date:	04/09/26
Job Level:	P2

POSITION SUMMARY

Under limited supervision, this position:

1. Provides intermediate-level project management support for medium to high complexity cross-functional, systems-driven strategic and operational projects involving interdepartmental units and/or external stakeholder teams through all aspects of the project lifecycle
2. Conducts intermediate-level business, technical and financial analysis and reporting to support operations and business development
3. Effectively utilizes, implements and communicates project management methodologies and policies, and mentors project teams, project stakeholders and Enterprise Project Managers, to ensure accuracy, consistency and thoroughness
4. Performs other duties as assigned

DISTINGUISHING CHARACTERISTICS

The Enterprise Project Manager II is the journey level in the professional Enterprise Project Manager series and is assigned to facilitate or lead projects of medium to high complexity. This classification is distinguished from the next lower level classification of Enterprise Project Manager I by the latter's responsibility for facilitating and occasionally leading projects of low to medium complexity and is distinguished from the next higher level classification of Enterprise Project Manager III by the latter's responsibility for providing advance-level project support for all levels of projects, including the most complex.

RESPONSIBILITIES

1. Provides intermediate-level project management support for medium to high complexity cross-functional, systems-driven strategic and operational projects involving interdepartmental units and/or external stakeholder teams through all aspects of the project lifecycle, with duties including but not limited to:
 - Collaborating with interdepartmental and external stakeholders to manage and ensure project success and consistent application of methodologies, standards, project management tools, processes and continuous improvement in alignment with business needs
 - Leading and facilitating multiple concurrent medium to high complexity projects from start to finish in a way that meets business needs and standard project management best practices;
 - Ensuring project business needs are well understood and that project teams perform at a high level
 - Identifying and coordinating required ongoing project management documentation for the deliverables, dependencies, critical path and stability of project-oriented work efforts
 - Coordinating clear and timely communication with all areas of the enterprise that impact the scope, schedule and resources of the work effort being managed
 - Identifying, instituting and managing project risks and issues on assigned projects;

- Conducting workflow and project analysis to identify potential functions requiring assistance
 - Overseeing the tracking and usage of project milestones, tasks, timelines, and resources necessary to meet project objectives and keeping projects within scope, schedule and resource requirements
 - Maintaining quality control of scope and scheduling on projects
 - Negotiating with interdepartmental managers for the allocation of required project team personnel and makes recommendations if external contract support is required
 - Estimating resources and assists project sponsor on allocation, resource balancing and constraint analysis and execution
 - Ensuring successful projects by providing assistance to project sponsor to define and periodically review project success criteria and disseminating updates to project stakeholders throughout the project lifecycle
 - Providing input to project library, including recommendations to identify successful and unsuccessful project elements
 - Maintaining open channels of communication with all levels of the project team and within the Enterprise Project Management team
 - Utilizing online collaboration and project management software
 - Acting as the lead on medium to high complexity projects, as assigned
2. Conducts intermediate-level business, technical and financial analysis and reporting to support operational and business development, with duties including but not limited to:
- Leading and facilitating information gathering to validate project business cases and gathering, documenting and cataloging required project deliverables and other relevant project documents
 - Developing and delivering progress reports, proposals, requirements documentation and presentations
 - Ensuring projects are aligned with health care industry best practices and with current and future mandates
3. Effectively utilizes, implements and communicates project management methodologies and policies, and mentors project teams, project stakeholders and Enterprise Project Managers, to ensure accuracy, consistency and thoroughness, with duties including but not limited to:
- Assisting with the development and implementation of project management processes and methodologies to ensure projects are delivered on time and in adherence with high quality standards, that project workflows are followed, and that business goals are met
 - Leading project teams to leverage electronic project management tools;
 - Assisting project teams in understanding, anticipating, mitigating, and resolving issues and risks on projects
 - Coaching and mentoring project teams and other stakeholders in the areas of project management methodologies, policies and tools used by Alliance staff
 - Acting as a resource and mentor to Enterprise Project Manager Is, as assigned.
4. Performs other duties as assigned

EDUCATION AND EXPERIENCE

- Bachelor's degree in a Business, Health Care or a related field and a minimum of three years of project management experience; or an equivalent combination of education and experience may be qualifying

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of project management methodologies and tools
- Working knowledge of and proficiency with Windows based PC systems and Microsoft Word, Excel, Outlook, PowerPoint, and project management software applications
- Working knowledge of the methods and tools of meeting facilitation and ability to lead team building exercises and facilitate meetings and/or projects using problem solving and persuasion skills
- Ability to demonstrate strong analytical skills and identify issues, offer solutions and mitigate risk
- Ability to maintain a positive attitude toward ambiguity and adapt to changing business needs
- Ability to identify and resolve problems in a timely manner
- Ability to maintain organized and accurate records
- Ability to accurately collect, interpret and evaluate data, make recommendations, and project consequences of recommendations
- Ability to prepare statistical and narrative reports
- Ability to provide mentoring and training and act as a technical resource to project team members, project stakeholders and Associate Enterprise Project Managers.

DESIRABLE QUALIFICATIONS

- Formal Project Management Professional (PMP) certification or equivalent
- Working knowledge of Excel pivot tables
- Experience in a health care or managed care setting
- Experience working with project management tools, such as SharePoint and Source Control Tools (Team Foundation Server is highly preferred)
- Experience working with methodologies such as Application Lifecycle Management, and Agile/Scrum

WORK ENVIRONMENT

- Ability to sit in front of and operate a video display terminal for extended periods of time
- Ability to bend, lift and carry objects of varying size weighing up to 10 pounds
- Ability to work a variable schedule depending upon operational needs
- Ability to travel to different locations in the course of work

This position description, and all content, is representative only and not exhaustive of the tasks that an employee may be required to perform. Employees are additionally held responsible to the Employee Handbook, the Alliance Standard Knowledge, Skills and Abilities and the Alliance Code of Conduct. The Alliance reserves the right to revise this position description at any time.