State of Connecticut
JOB POSTING

Criminal Justice Information System Governing Board
Job Opportunity
Project Manager

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To:	The Public
Location:	55 Farmington Avenue, Hartford, CT 06106
Job Posting No:	105690
Hours:	Monday through Friday, 8:00 a.m. – 5:00 p.m. (40 hours per week)
Salary:	$118,813 – 162,003 (annually) (New hires into state service usually start at the minimum of the salary range)
Closing Date:	Must be received in this office by close of business (5:00 p.m.) July 17, 2014

The Criminal Justice Information System (CJIS) Governing Board seeks to fill a Project Manager position to provide advanced project management support of the development, testing and implementation of the Connecticut Information Sharing System (CISS) application. This project manager position has an anticipated duration of thirty-one (31) months.

About Connecticut's Criminal Justice Information Systems

The State of Connecticut, through the guidance of the Criminal Justice Information System (CJIS) Governing Board, has developed an ambitious plan to reengineer its information technology capabilities in support of the broad array of criminal justice processes. The underlying objectives of this encompassing plan are to improve the efficiency and effectiveness of the State's criminal justice system through the improved sharing and integration of information and by providing more and better information to users in a manner that is easier to use. The plan consists of multiple, interrelated initiatives, each of which moves the State closer to its vision for integrated justice. What makes Connecticut's plan unique is the awareness of the need for cooperative efforts between agencies and the need to share resources for the good of the entire system.

Key aspects of the State's CJIS plan include:

- A true "Integrated Justice" solution, which is designed to enable the timely and efficient sharing of criminal justice information within and between agencies;
- The integrated system should be driven by the operational systems of participating agencies;
- Successful integration lends itself to the promise that digital information increases in value as it is shared widely and effectively;
- The best integration results are achieved when offender processing is viewed as a continuum, rather than as a series of individual processes; and
- Functions normally considered in integration efforts include:
  - Queries to access information and assess statuses;
  - Reporting of events from an operational perspective as well as a consolidated nature for statistical purposes and trend analysis;
  - Automatic "push" of information from agencies based on actions; and
  - Receipt of information regarding agency actions.

Duties:

The Project Manager will:

- Supervise State employees and direct the work of outside consultants.
- Review and identify gaps and deficiencies in the existing project management plan and approach, and subsequently develop an action plan to resolve these gaps and deficiencies.
- Manage stakeholder relations across a matrixed organization that includes, but is not limited to: the Judicial Branch, the Department of Motor Vehicles, the Department of Emergency Services and Public Protection, the Division of Criminal Justice, the Bureau of Enterprise Systems and Technology as well as local law enforcement and others.
- Plan for and manage sub projects and successfully complete the CISS project.
- Develop base line budget / sub project budgets for the CISS initiative and manage the budget successfully.
- Make decisions related to the timing and activities of the project.
- Coordinate the activities of project managers at stakeholder agencies in relation to CISS project.
- Coordinate project activities with the vendor(s) contracted to develop CISS application within the terms and conditions of the State's contract award.
- Maintain an accurate project plan, project budget and cost accounting.
- Ensure the proper scheduling and preparation for project activities and meetings.
- Manage and ensure staff assignments.
- Manage and ensure the successful completion of project deliverables.
- Work with senior management on project integration with other agency activities.
- Review and coordinate the preparation of reports, papers, and presentations.
- Provide consultation, make recommendations, give appropriate advice, and/or facilitate decisions.
- Other tasks as assigned by the Executive Director.

Eligibility Requirements:

A minimum of ten (10) years of prior experience demonstrating the following knowledge and skills:

- Assuming control of large technology projects that are already underway, with specific experience and capabilities in the forensic review of existing project plans to identify gaps, and experience in developing and executing remediation plans for projects in distress.
- Successful management of complex software development projects.
- Dealing with highly matrixed and independent project teams and project stakeholders.
- Situational leadership.
- Facilitation of project meetings.
- Time and task management skills.
- Effective listener and ability to assimilate information quickly.
- Structuring or classifying multiple pieces of information and synthesizing this information into a useful written narrative.
- Microsoft Project for project planning and management.
- Microsoft Word and the Microsoft Office Suite.
- Microsoft Visio.
- PMI Certification

NOTE: The person who is selected for this project will be required to obtain a fingerprint – supported criminal background check for the State and FBI through the Department of Emergency Services and Public Protection.

Preferred Skills and Experience:

- Software Development Lifecycle Methodology.
- Working with the State of Connecticut.
- Management of software applications involving Java / .Net applications.
- Experience with criminal justice programs and Unified Information Sharing delivery systems.
- Experience with National CJIS standards like NIEM, GFIPM, JRA, GRA, FBI CJIS Policy v5.2, etc. and their implementation.

- Experience with applications that possess multiple interfaces.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit (1) a cover letter that describes your interest and suitability for the position, (2) resume, and (3) an Application for Employment (form CT-HR-12) available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. **Do not include your social security number on the Application for Employment form**. Your application will not be considered complete without these three (3) documents. Submit your application to:

Office of Policy and Management – Human Resources
450 Capitol Avenue
MS# 55ADM
Hartford, CT 06106
ATTN: Uma Arun

Phone: (860) 418-6324

Note: Applications submitted by e-mail or facsimile will not be considered.

An Affirmative Action/Equal Employment Opportunity Employer
The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.