

PROJECT MANAGER

Job Title: Project Manager

Department: Administration

Reports To: Director of IT

FLSA Status: Exempt

Summary of Position:

California Mental Health Services Authority, CalMHSA, is a joint powers authority serving California's county based Behavioral Health system of care. Our mission is to support counties in the service of the most vulnerable people living in the state.

The project manager position will work closely with our IT team and program team to support the implementation of complex projects across our programs.

This position will lead statewide projects relating to health-IT, data outcomes and developing technical solutions to solve challenges in the Behavioral Health space.

Key Responsibilities

- Work closely with the clinical and/or business functional areas, with external customers, and with vendors to define systems/project priorities, scope, approach, resource requirements, timing deliverables and funding.
- Develop project schedules and work plans using standard project management tools and methods.
- Demonstrate strategic thinking and problem solving by using appropriate information to diagnose project problems and identify possible solutions; document pros and cons of proposed solutions.
- The project manager will facilitate communication across the project's multiple technical teams and external stakeholders. They will identify opportunities for collaboration and will raise attention to areas that need additional support.
- The project manager will keep a running status update of all project activities. They will be responsible for understanding changes to the project, evaluating impact, and communicating that information to key stakeholders at the appropriate time.
- The project manager will regularly engage with the customer and seek their input on project direction and ownership of responsibilities.
- The project manager will set a positive tone and help other team members to feel connected to the context of their work.
- Other duties as assigned.

Required Education/Experience

- Project Management Professional (PMP) Certification preferred.
- Preferred Bachelor's Degree in Computer Science, Information Systems, or a related field
- Minimum of three years professional experience
- Healthcare/ IT background, experience and performance that promotes a high level of credibility with clinical professionals
- Experience defining business requirements and managing resources
- Demonstrated ability to balance multiple concurrent responsibilities of varying priorities and shift focus from one to another with minimal loss of productivity or work quality.
- Strong organization skills and a high attention to detail
- Excellent written and verbal communication skills

Skills and Attributes

- Extensive verbal and written communication with stakeholders and engineers throughout the project life cycle.
- Understand project objectives and support technical leads in building execution schedule
- Identify issues that could interfere with quality, cost or timeframe and recommend options to manage impact
- Assess the business and organizational implications of key application technology alternatives
- Work with stakeholders and technical leads to identify talent needs for upcoming work and ensure staffing is updated in accordance with the evolving technical requirements of the project
- Promote and foster a healthy culture and environment in managing resources to maximize throughput and retention
- All work is currently remote - but long term you will also be expected to travel to client engagements depending on Company needs
- must have strong interpersonal and communication skills - verbal and written.
- The ability to work well with a multidisciplinary team to develop technical solutions.
- Highly analytical approach to problem analysis and problem-solving with strong attention to detail and accuracy.
- The ability to read and understand regulatory language related to health information technology compliance regulations impacting the public behavioral health system.
- Able to multi-task on several projects and collaborate with groups and partners of various technical skill levels.
- Able to prioritize projects and direct available resources as necessary while meeting timelines and remaining within budget.
- As a continuous learner the candidate must keep up on the latest information technology trends and products as well as new regulatory standards around health information technology.



- Knowledge of project management principles.

Physical and Sensory Requirements:

- Candidate must be able to sit for long periods of time to perform duties, move around, make inquiries from other staff, and management as needed.
- Must be able to bend or stoop down to access files, including lifting of items or objects up to 20 lbs.

