



STATE OF COLORADO
invites applications for the position of:

CPW PROJECT MANAGER I / Policy and Planning Project Manager - Denver, CO

This position is open only to Colorado state residents.

CLASS TITLE: PROJECT MANAGER I

LOCATION: Denver Metro, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 6060 Broadway, Denver, CO 80216

SALARY: \$2,630.31 - \$3,085.85 Biweekly
\$5,699.00 - \$6,686.00 Monthly
\$68,388.00 - \$80,232.00 Annually

HIRING PAY RATE: Please note that all employees new to the State Personnel System are paid on a bi-weekly basis.

SALARY NOTE: Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.

FLSA STATUS: Exempt; position is not eligible for overtime compensation.

OPENING DATE: 07/13/22

CLOSING DATE: 08/05/22 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



COLORADO
Department of
Natural Resources

OPEN TO STATE OF COLORADO RESIDENTS ONLY

Consider joining the dedicated people of the Colorado Department of Natural Resources. It's our mission to manage and conserve Colorado's natural resources for the benefit of people today – and tomorrow. That means we have to balance development with conservation so the state we all love provides similar opportunities for our children and their children.

We invite you to explore our website at <https://dnr.colorado.gov/about-us> to find out more about the work we do to manage Colorado's natural resources for today – and tomorrow.

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply.

In addition to offering rewarding, meaningful work, we offer:

- **Medical and Dental plans**
- **Strong, flexible retirement plans including PERA Defined Benefit Plan or PERA Defined Contribution Plan, plus pre-tax 401K and 457 plans**
- **Paid life insurance**
- **Short- and long-term disability coverage**
- **Employee Wellness programs**
- **Flexible Spending Accounts**
- **Health Savings Accounts**
- **10 paid holidays per year plus generous vacation and sick leave**
- **Flexible work schedule options and remote-work options**
- **Career advancement opportunities throughout the State system**
- **Some positions may qualify for the [Public Service Loan Forgiveness Program](#)**

[COLORADO PARKS AND WILDLIFE](#)

Our Mission is to perpetuate the wildlife resources of the state, to provide a quality state parks system, and to provide enjoyable and sustainable outdoor recreation opportunities that educate and inspire current and future generations to serve as active stewards of Colorado's natural resources.

The Policy and Planning Section serves CPW and the Commission by providing policy analysis and development, informing management decisions through public involvement and social science research and providing expertise for agency planning efforts. The work products of this section are critical elements in the development and revision of parks and wildlife-related regulations, policies, programs, property planning and strategic planning activities. By effectively involving both internal and external stakeholders in policy and planning activities, this Section assures that the best information is available for CPW and Commission decision-making.

DESCRIPTION OF JOB:

This position plans, directs, coordinates, monitors, evaluates and reports on activities of designated projects to ensure that goals and objectives are accomplished within prescribed time frames and funding parameters. This work involves determination of time frames, funding limitations, and procedures to meet project goals and objectives. The position manages available resources during the phases of a project, establishes project work and staffing plans, identifies and coordinates with project personnel, and develops project plan outlines to ensure that the project progresses on schedule and within budget. This position provides project reports, technical advice, and coordination of project activities. Projects may be long or short in duration, focusing on a variety of programs for the state with emphasis on fulfilling the business needs and requirements. Specific duties include, but are not limited to:

Project management

Plans, directs, coordinates, monitors, evaluates and reports on activities of designated projects to ensure that goals and objectives are accomplished within prescribed time frames and funding parameters. Determines which are the most appropriate planning, research, methods, techniques and strategies to achieve Division and Commission goals and objectives and oversees the implementation of those project management measures. Coordinates with CPW staff, Division partners, stakeholders, consultants and other relevant parties to plan and carry out assigned projects. Assembles, manages and facilitates project teams. Plans and facilitates internal and external meetings to advance projects and ensure successful project outcomes. Monitors project progress and keeps stakeholders informed. Uses and continually develops project management,

facilitation, public engagement and leadership skills. Attends conferences and trainings as needed to achieve and maintain proficiency. Advises and trains Division staff on project management tools and techniques.

Policy development, information collection and reporting

Develops, researches, compiles and/or organizes accurate and updated information in order to meet CPW, DNR, state, federal or other reporting requirements and information needs which includes, but is not limited to, the development of such items as: DNR Performance Plans, Wildly Important Goals, Operational Plans, fiscal notes/bill analysis, legislative reports, administrative directives, Commission policies, fact sheets, etc. Ensures that CPW meets all necessary requirements that may be set forth for reports, including formatting, content or procedural requirements from federal agencies, state agencies or partner organizations. Works closely with CPW staff to develop and implement processes for efficient and accurate data sharing and organization. Ensures that all products are well-written, organized and meeting all design standards, content requirements and deadlines. In consultation with CPW managers, Leadership Team or Commission, edits and finalizes work products.

Other duties as assigned

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Minimum Qualifications

At least a Bachelor's degree from an accredited institution in a field of study related to the work assignment such as project management, public administration, public policy, environmental policy, political science, human dimensions, law, business administration, natural resource management, outdoor recreation, parks administration or management, biology, ecology, environmental science, geography, forestry, range management AND at least three years professional experience in project management that includes planning, directing, coordinating, monitoring, evaluating and reporting on projects to ensure that goals and objectives are accomplished within prescribed time frames and funding parameters.

Substitutions

- Additional appropriate experience will substitute for the degree requirement on a year-for-year basis.
- Additional appropriate education will substitute for the required experience on a year-for-year basis.

Preferred Qualifications

- Current or former State experience relevant to this position
- Knowledge of parks and wildlife issues and stakeholders
- Project Management Profession (PMP) certification

Required Competencies

- Excellent interpersonal skills, including the ability to communicate through all avenues of communication (e.g., email, phone, website, in person, etc.)
- Outstanding customer service skills which includes timely responses to all customers
- Ability to work independently and take initiative by using critical thinking and problem-solving skills to identify solutions for challenges
- Excellent writing and public speaking skills and demonstrated ability to translate complex concepts into accessible, audience-specific materials.
- Strong organizational skills, detail orientation, and ability to manage and prioritize multiple projects.
- High attention to detail
- Ability to problem solve independently and as a team member
- Being reliable and punctual
- Ability to perform under pressure and on deadline
- Experience with Microsoft Office, Excel and internet research

Conditions of Employment

- State of Colorado residency is required at the time of application.
- Must possess and maintain a valid state of Colorado driver's license if operating a State vehicle.
- This position involves travel throughout Colorado, approximately 2-3 days/month.
- Must be able to attend CPW meetings and events around the state as needed.
- The overall schedule for this position is anticipated to be hybrid schedule (2-3 days/week at work address and remainder working from home). Occasional evening and weekend work will be required.
- Former State employees who were disciplinarily terminated or resigned in lieu of termination must disclose the information on the application and provide an explanation why the prior termination or resignation should not disqualify their application from the current position. (Please Note: Absent extraordinary circumstances, prior disciplinary termination or resignation in lieu of termination will disqualify the applicant from future State employment with DNR).
- Effective September 20, 2021, employees will be required to attest to and verify whether or not they are fully vaccinated for COVID-19. Employees who have not been fully vaccinated may be required to submit to serial testing in the future. Upon hire, new employees will have three (3) business days to provide attestation to their status with proof of vaccination. Vaccinated employees must provide proof of vaccination. *Note: Fully Vaccinated means two (2) weeks after a second dose in a two-dose series of the COVID-19 vaccine, such as the Pfizer or Moderna vaccine, or two (2) weeks after the single-dose vaccine, such as Johnson & Johnson's Janssen vaccine, as defined by the most recent [State of Colorado's Public Health Order](#) and current guidance issued by the Colorado Department of Public Health & Environment.*

APPEAL RIGHTS:

It is recommended that you contact the Human Resources Specialist listed below to resolve issues related to your possession of minimum qualifications. However, if you receive notice that you have been eliminated from consideration for this position, you may file an appeal with the State Personnel Board or request a review by the State Personnel Director.

An appeal or review must be submitted on the official appeal form, signed by you or your representative. This form must be delivered to the State Personnel Board by email (dpa_state.personnelboard@state.co.us), postmarked in US Mail or hand delivered (1525 Sherman Street, 4th Floor, Denver CO 80203), or faxed (303.866.5038) within ten (10) calendar days from your receipt of notice or acknowledgement of the department's action.

For more information about the appeals process, the official appeal form, and how to deliver it to the State Personnel Board; go to spb.colorado.gov; contact the State Personnel Board for assistance at (303) 866-3300; or refer to 4 Colorado Code of Regulations (CCR) 801-1, State Personnel Board Rules and Personnel Director's Administrative Procedures, Chapter 8, Resolution of Appeals and Disputes, at spb.colorado.gov under Rules.

SUPPLEMENTAL INFORMATION:

The Assessment Process

- All applications received by the closing of this announcement will be reviewed by an HR Specialist against the Minimum Qualifications in this announcement.
- Colorado Revised Statutes require that state employees are hired and promoted based on merit and fitness through a comparative analysis process. Part of, or all of, the comparative analysis for this position will be a structured application review by Subject Matter Experts.
- Resumes, cover letters and other attachments are **not** considered as part of initial reviews, therefore, it is important to **document in your application your education, experience, minimum qualifications, and preferred qualifications as outlined in the job announcement.**

- Please thoroughly answer all supplemental questions (if listed) since question responses may be evaluated for content, writing ability, spelling, grammar, and effective communication.
- This recruitment may involve additional testing and/or exams to arrive at the top group for interviews.

Equity, Diversity, and Inclusion

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Department of Natural Resources is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADAAA Coordinator, Anna Kargobai-Murray, at anna.kargobai-murray@state.co.us.

ADAAA Accommodations

Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact Anna Kargobai-Murray at anna.kargobai-murray@state.co.us at least five business days before the date that any accommodation will be required to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.

E-Verify

The Department of Natural Resources participates in [E-Verify](#) in accordance with the program's [Right to Work](#) for all newly-hired employees. Employees are queried through the electronic system established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to verify identity and employment eligibility. You may complete section 1 of the I-9 form upon your acceptance of a job offer letter, but no later than your first day of employment and in addition, on your first day, but no later than the third day, you are required to submit original documents to verify your eligibility to work in the U.S. [Learn more](#) about E-Verify, including your rights and responsibilities.

Toll-Free Applicant Support - Technical Help

If you experience technical difficulty with the NEOGOV system (e.g. uploading or attaching documents to your online application) call NEOGOV at 855-524-5627, Mon-Fri between 6 am and 6 pm (Pacific Time). The Human Resources Office will be unable to assist with technical issues.

HOW TO APPLY: Please submit an online application for this position at <https://www.governmentjobs.com/careers/colorado>. Reach out to the Department Contact to apply using a paper application, including any supplemental questions. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Online is the preferred method of applying. If you are unable to apply on-line for reasons other than technical issues, please contact me prior to the closing date/time of the announcement.

DEPARTMENT CONTACT INFORMATION:

Sarah Bronikowski sarah.bronikowski@state.co.us

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

DEPARTMENT WEBSITE:

<http://dnr.state.co.us>

Position #PMA 32005 06/22
CPW PROJECT MANAGER I / POLICY AND PLANNING
PROJECT MANAGER - DENVER, CO
SB

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

CPW PROJECT MANAGER I / Policy and Planning Project Manager - Denver, CO Supplemental Questionnaire

- * 1. The Colorado Constitution, Article XII, Section 13 requires that APPLICANTS for state classified government jobs be residents of Colorado at the time of application, unless this requirement is waived by the State Personnel Board (DPA). A residency waiver was not issued by DPA for this announcement. For more information, please see the FAQ's at: <https://careers.colorado.gov/how-to-apply>. Are you a current Colorado resident?
- Yes No
- * 2. Current and former State Personnel System employees who were disciplinarily terminated, resigned in lieu of termination, or who were deemed to have resigned without notice (Board Rule 7-5, Automatic Resignation) must disclose this information on the application.
- I am not a current or former State of Colorado classified employee.
- I am a current or former State of Colorado employee but have NEVER been disciplinarily terminated, resigned in lieu of termination, or deemed to have resigned without notice (Board Rule 7-5, Automatic Resignation).
- I am a current or former State of Colorado employee and have been disciplinarily terminated, resigned in lieu of termination, or deemed to have resigned without notice (Board Rule 7-5, Automatic Resignation). NOTE: Failure to disclose this information and/or falsification of Application materials may result in being removed from consideration for this position.
3. Former State employees who were disciplinarily terminated or resigned in lieu of termination must disclose this information on the application. In the space below, please provide an explanation as to why the prior termination or resignation should NOT disqualify you application from the current position:
- * 4. Do you currently have at least a Bachelor's degree from an accredited institution in project management, public administration, public policy, environmental policy, political science, human dimensions, law, business administration, natural resource management, outdoor recreation, parks administration or management, biology, ecology, environmental science, geography, forestry, range management or a field of study related to the work assignment?
- Yes No
- * 5. Please select which range most accurately reflects your years of professional experience in

project management that includes planning, directing, coordinating, monitoring, evaluating and reporting on projects to ensure that goals and objectives are accomplished within prescribed time frames and funding parameters:

- 0 to less than 1 year
- 1 year but less than 2 years
- 2 years but less than 3 years
- 3 years but less than 4 years
- 4 years but less than 5 years
- 5 years but less than 6 years
- 6 years or more

- * 6. Please describe your how your project management experience closely relates to the your ability to successfully perform the job duties listed for this role, particularly experience related to project management with parks, wildlife and outdoor recreation topics:

- * 7. All applications received by the closing of this announcement will be reviewed by an HR Specialist against the Minimum Qualifications in this announcement. Colorado Revised Statutes require that state employees are hired and promoted based on merit and fitness through a comparative analysis process. Part of, or all of, the comparative analysis for this position will be a structured application review by Subject Matter Experts. Resumes, cover letters and other attachments are not considered as part of initial reviews, therefore, it is important to document in your application your education, experience, minimum qualifications, and preferred qualifications as outlined in the job announcement. Please thoroughly answer all supplemental questions since responses may be evaluated for content, writing ability, spelling, grammar, and effective communication. This recruitment may involve additional testing and/or exams to arrive at the top group for interviews.
 - I acknowledge this receipt of this notice.
- * 8. Please describe why you're interested in this position and working for Colorado Parks & Wildlife, specifically within the Policy and Planning Unit:

- * 9. Please describe your experience planning, directing, coordinating, monitoring, evaluating and reporting on multiple projects at the same time to ensure that goals and objectives are accomplished within prescribed time frames and funding parameters:

* Required Question