



## Job Opening

<b>Title</b>	Project Manager
<b>Classification</b>	Full-time employment; exempt from overtime
<b>Reports to</b>	Catamaran Senior Project Manager
<b>Summary</b>	The project manager works closely with their supervisory senior project manager and other colleagues in support of Catamaran—a large, streamlined system for regulatory compliance management for the Michigan Department of Education’s Office of Special Education (OSE). Project managers assigned to Catamaran serve as assistant project managers for their assigned OSE unit(s), becoming fluent in the specific work performed by the units under the guidance of the senior project managers they are assisting. The project manager assists in project administrative tasks to keep projects on schedule for high-quality delivery; they also support the development of project-specific designs, training materials, and other materials for a successful project launch.

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## Essential Duties

- Assists in creating project scope and schedule and follow-on administrative tasks
- Supports project status and working meetings by creating agendas, taking/distributing notes, and performing other project administrative tasks
- Assists in identifying and managing project risks and issues, participating in solutions as needed
- Supports state and federal requirement monitoring, manages client expectations and stakeholder communications, and implements an effective project governance system
- Creates regular internal and external project status reports for staff, clients, and subcontracting partners
- Provides administrative support for managing subcontracting partner participation on assigned projects
- Documents process workflows, requirements, system/feature designs, and test plans under the guidance of the senior project manager
- Supports a well-defined project management process and ongoing process improvement initiatives
- Develops subject matter expertise under the guidance of the senior project manager

## Characteristics of High Performance

- Collaborates with staff and clients in a fast-paced, growth-oriented environment
- Utilizes sound judgment and demonstrates initiative, critical thinking, and creativity to generate ideas for work approaches, presentation of information, and issue resolution
- Performs tasks in a timely and consistent manner with high accuracy and attention to detail

- Supports workload management effectively
- Supports meeting and small-group facilitation effectively
- Effectively reviews the writings of others and makes constructive comments
- Demonstrates ability to mentor peers and junior staff

## Qualifications

- A bachelor's degree and one or more years of work experience or five or more years of relevant work experience
- Strong ability to gather and translate client requirements into effective solutions
- Passion for problem-solving with technology
- Basic knowledge of project management methodology and/or software lifecycle concepts preferred
- Basic understanding of and/or experience with workflow diagramming software, such as Visio; project management software or tools; and relational databases and/or data sets
- Experience working in a collaborative, project-driven environment

## Work Environment

Public Sector Consultants is primarily an office-based work setting with a flexible work location policy depending on the nature of the role. This role is Michigan based, with an expectation that the employee start off in the office a minimum of three days per week for employee onboarding and team relationship building. A dedicated office is provided for employees working from PSC's building at least three days per week, and a docking station is provided to employees who are primarily remote. All employees are expected to be periodically present in person to engage in team, staff, and client meetings as appropriate.

## Compensation

- Salary commensurate with education and experience
- Eligibility for company profit share
- Competitive medical, dental, life, disability, voluntary vision, and voluntary legal insurance plans
- Company 401(k) contribution
- Paid time off granted upon start date
- Eleven paid holidays per year
- YMCA membership
- Parking pass for downtown Lansing

## To Apply for This Position

Submit a cover letter including salary requirements and resume through the job posting on our website: [www.publicsectorconsultants.com/careers](http://www.publicsectorconsultants.com/careers). All materials must be submitted as PDF or Word documents. Applications must be submitted by Sunday, December 18. If you have trouble with the upload page or have questions about the position, please email [humanresources@publicsectorconsultants.com](mailto:humanresources@publicsectorconsultants.com).

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## About Catamaran

Catamaran is a cloud-based application developed over the last 16 years by Public Sector Consultants in partnership with the Michigan Department of Education Office of Special Education. Catamaran makes state and federal activities and reporting requirements easier and more useful to special education leaders and professionals throughout the state. For more information about Catamaran, visit <https://training.catamaran.partners/>.

## About PSC

Public Sector Consultants is a certified Women-owned Small Business and a Women's Business Enterprise, and we are committed to creating a space for all voices to be heard and understood. We have served hundreds of government agencies, nonprofits, associations, and regulated industries in our more than 40-year history. We take pride in our role as an independent, nonpartisan public policy consulting firm that is trusted, respected, and engaged in our community. We don't just follow best practice, [we create it](#). PSC strives for excellence in relationships with both clients and colleagues and was recognized as one of the *Detroit Free Press* Top Workplaces in 2020 and 2021, as well as a 2021 winner of Crain's Business Detroit Cool Places to Work contest. Since our founding in 1979, PSC has built a reputation as the consulting firm of choice for anyone working to better people's lives.

Our mission is to improve the quality of life for residents of Michigan and beyond through the development and implementation of innovative, actionable public policies.

## Why Join Our Team?

We know that employees want more than a job—they want to be part of a community. We offer opportunities to take on meaningful work, get involved in the community, grow professionally, and to learn from a diverse network of colleagues. Your time and talent make a difference beyond the office and extend into the community around you. For us, culture is a way of being, bringing our whole selves to work, and showing up for our colleagues—many of whom we call friends. We're more than the work we do, and we've all got social, emotional, and physical lives that flourish with a healthy work-life balance. At PSC, we understand that we benefit from the sum of our individual differences, self-expression, and life experiences. Our clients also benefit from having access to different perspectives and a broad range of problem-solving approaches. It's

that rare place where you can be true to yourself and your passions while still working collectively toward an important and common goal—making a difference for our clients and the people we serve. We foster openness and inclusivity, share triumphs, and cultivate lessons learned. The deep care and dedication we have for each other and our communities shines through in our unique personalities and commitment to a job well done. Want to know more? [Learn about](#) why PSC is a great place to work.

It is the policy of PSC to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Employees are selected based on ability or assessed potential to meet the needs of PSC and the specific job requirements as stated in the job description. In addition, PSC will provide reasonable accommodations for qualified individuals with disabilities.