

# Job Title: DEPUTY PROJECT DIRECTOR- 72004208

Deputy Project Director  
People First Team  
State of Florida Department of Management Services  
This position is in Tallahassee, FL

## **People First:**

People First is the State of Florida's online, self-service, secure web-based human resource information system (HRIS), serving more than 1.2 million customers. This secure platform supplies the public-facing job site, and the enterprise-wide suite of human resource (HR) and insurance benefits services. The Director is responsible for developing and delivering the human resource information systems strategy and project portfolio under the leadership and direction of the Department of Management Services. Additionally, this role oversees and is accountable for day-to-day service operations and performance of all platforms.

## **Position Overview:**

People First is seeking a dynamic and driven individual to join our team and take charge of managing the implementation and optimization of our HRIS system. As the Deputy Project Director for People First, you will play a pivotal role in streamlining and enhancing our HR processes, ensuring seamless integration and user-friendly experiences for our workforce. This is an exciting time to join People First as we have just started to undergo our modernization efforts for our next-generation platform. Specific responsibilities include, but are not limited to, the following:

- Lead the end-to-end project management for the implementation of our HRIS system and platform, from initial planning to successful execution.
- Collaborate with cross-functional teams, that include HR practitioners, IT professionals, and external stakeholders to define project scope, objectives, and deliverables.
- Develop and maintain project timelines, ensuring adherence to key milestones and deadlines.
- Coordinate resources and allocate tasks effectively to achieve project goals efficiently.
- Identify potential risks and obstacles, proactively implementing mitigation strategies to keep the project on track.
- Act as the main point of contact for all project-related communications, providing regular updates to stakeholders and leadership.
- Conduct thorough testing and quality assurance to ensure the HRIS system meets all functional requirements and user expectations.
- Provide training and support to end-users, facilitating smooth adoption and utilization of the HRIS system.
- Continuously monitor and evaluate the performance of the HRIS system, identifying areas for improvement and optimization.
- Stay updated with industry trends, organizational change management, and advancements in HR technology, incorporating best practices into the HRIS system and platform.

## **Qualifications:**

- Proven experience as a Project Manager, preferably in HRIS/ERP system implementation and management.
- Strong knowledge of HR processes and practices, with a solid understanding of HRIS systems and platforms.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Exceptional communication and interpersonal skills, capable of building relationships with diverse stakeholders.
- Proficient in project management methodologies and tools.
- Analytical mindset, with the ability to identify and resolve issues efficiently.
- Detail-oriented with a focus on delivering high-quality results.
- Proactive and adaptable, able to navigate through challenges and changes.
- A Project Management Professional (PMP) or Certified Associate in Project Manager (CAPM) certification is a plus.

## **Preferred Qualifications:**

- A bachelor's degree in business administration, management information systems, human resources, or related discipline
- Governmental Experience: Experience working within a state or federal government setting, demonstrating a strong understanding of government structures, processes, and policies.
- Interagency Collaboration: Track record of successfully collaborating with various state agencies, departments, and stakeholders to achieve coordinated and integrated solutions.

- Digital Transformation: Familiarity with leveraging technology and digital tools to enhance government services, streamline processes, and improve user engagement.

**Our Organization and Mission:**

The Florida Department of Management Services (DMS) is a customer-oriented agency responsible for managing various business-related functions throughout state government. Under the direction of Governor Ron DeSantis and DMS' Executive Leadership Team, the agency oversees the real estate, procurement, human resources, group insurance, retirement, telecommunications, private prisons, and fleet and federal property assistance programs utilized throughout Florida's state government. DMS is relied upon to establish, maintain, and improve the business processes used by state employees to create a better, not bigger government. DMS facilitates the delivery of these programs and services and provides tools and training to bolster the efficiency and effectiveness of the state's workforce. It is against this backdrop that DMS strives to demonstrate its motto, "We serve those who serve Florida." Under the leadership of DMS Secretary Pedro Allende, DMS' employees embody four pillars on a daily basis: establishing a process-oriented mindset; challenging the status quo; creating efficiencies; and respecting state employees.

**Special Notes:**

*DMS is committed to successfully recruiting and onboarding talented and skilled individuals into its workforce. We recognize the extensive training, experience and transferrable skills that veterans and individuals with disabilities bring to the workforce. Veterans and individuals with disabilities are encouraged to contact our recruiter for guidance and answers to questions through the following provided email addresses:*

*DMS.Ability@dms.myflorida.com*

*DMS.Veterans@dms.myflorida.com*

*An individual with a disability is qualified if he or she satisfies the skills, experience, and other job related requirements for a position and can perform the essential functions of the position with or without reasonable accommodation. Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must contact the DMS Human Resources (HR) Office at (850) 488-2707. DMS requests applicants notify HR in advance to allow sufficient time to provide the accommodation.*

*Successful completion of background screening will be required for this position.*