



DECEMBER 2018
FLSA: EXEMPT

PRINCIPAL PROJECT CONTROLS ANALYST

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general supervision or direction, provides the highest level of oversight, review, and support to ensure operational availability, performance, and security of the proprietary Primavera-based Project Controls System in managing major Capital Improvement Programs (CIP); manages the design, configuration, and support of the Primavera database to ensure logic is compatible with the District's enterprise-wide platform; maintains and ensures data integrity on all CIP projects; reports on the capital improvement program progress; tracks and reports expenditures; provides guidance to Engineering staff and other departments across the District on the functions and data integrity of the database.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from the assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. May exercise functional and technical leadership in assigned workgroups or teams and coach and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This classification is a stand-alone class and not part of a job series. This class is responsible for tracking and reporting all capital improvement monies spent and approved by the District. Work involves creating technical tools and reports to ensure access and enhance resource allocations. This class is distinguished from the other analysts assigned to this team in that this position exercises function and technical leadership to less experienced staff, is a designated subject matter expert, and performs the most complex and difficult analyses.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Prepares cost and schedule update documents and distributes to project managers.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Collects input regarding cost to complete and schedule information from project managers; reviews input for adherence to standard protocols and best practices; enters information into database.
- Designs, develops and publishes reports such as construction status reports, monthly cash flow status, construction and bid advertising reports, CIP performance report, contingency performance, construction sequencing interface, and staff resource reports; prepares ad-hoc reports requested by staff.
- Develops and makes recommendations to standard operating procedures, specifications and templates.

- Compiles all data for the District's Annual CIP Performance report; reviews and analyzes project status and performance.
- Ensures data integrity of multiple databases; programs annual approved cost and schedule data into database and reconciles approved budgeted amounts to actual expenditures; analyzes, evaluates, and forecasts project costs, as well as performance against established schedules with critical milestones; defines project baselines and ensures controls systems are effectively tracking and forecasting the construction schedule relative to the baseline.
- Prepares budget forms and reports; collects cost and schedule information; analyzes requests. Provides accurate CIP budget and forecast electronic file for upload into Financial Information System.
- Coordinates and produces District-wide Capital Improvement budget; determines schedules; establishes data tools for collecting and presenting short- and long-term budget estimates.
- Prepares Project Controls group work plan; facilitates group consensus.
- Prepares informational presentations and slide materials; provides training as needed.
- Conducts trends analyses based on data from the cost reporting control systems, including overseeing project baseline management, updating baselines for approved changes, functionally overseeing project schedule updates, and tracking and preparing adjustments to actual payments between work packages.
- Performs comprehensive and complex systems analyses to manage the design, configuration, and support of the Primavera database to ensure logic is compatible with the District's enterprise-wide platform; ensures operational availability, performance, and security; establishes procedures for database operation, control, and recovery.
- Consults, confers, and coordinates activities with users, staff from various departments, outside agencies, and vendors to resolve program, system, operational, and procedural problems; analyzes problems and recommends corrective action; recommends and oversees database customization activities to meet specific project requirements.
- Provides leadership and guidance to others on assigned programs and/or projects. As a program and/or project leader, may direct, assign, train, monitor and review the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a resource to employees by possessing specialized skills; develops and implements work improvements.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of project controls systems; researches emerging products and enhancements and their applicability to District needs.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of project management, project phasing and Project Management Book of Knowledge (PMBOK).
- Operations, services, and activities of a comprehensive project controls system.
- Advanced principles and practices of business system design, data systems, analysis and database modeling.
- Principles and practices of budget and forecasting; basic accounting principles.
- Advanced principles and applications of critical thinking and analysis.
- Methods and techniques of evaluating project requirements and developing controls systems solutions.
- Principles and practices of programming languages and advanced data reporting tools.
- Operations, services, and activities of a comprehensive construction management program.
- Advanced principles and practices of cost estimating, scheduling, phasing and logistics, earned value engineering, document review of work packages, and constructability reviews.

- Principles of methods, materials, and techniques used in the design and construction of wastewater projects.
- Principles and practices of developing and managing construction schedules, processes, methods, and operations analysis.
- Construction management systems, including time, material, and labor cost estimates, budgets, job costs, cost codes, contracts, change orders, purchase orders, and various construction progress reports.
- Financial concepts for financial planning and control; financial plans, trended future requirements and operating forecasts.
- Operations, services, and activities of a comprehensive database administration program.
- Programming techniques including integrated database management applications.
- Advanced principles of database design, administration, management and integrity.
- Technical report writing and preparation of correspondence.
- Principles and procedures of record keeping.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles of mathematics and their application to project controls systems work.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Basic principles and practices of employee supervision.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

Ability to:

- Plan, schedule, assign, and oversee activities of assigned workgroups or teams.
- Oversee programs and/or projects and by example promote the individual professional growth and development of less experienced staff.
- Inspect the work of others and maintain established quality control standards.
- Train others on proper work procedures.
- Adhere to safe work practices and procedures in the workplace.
- Resolve conflict through workable solutions and alternative approaches.
- Apply critical thinking and analysis to a broad range of situations and problem-solving.
- Identify and implement effective course of action to complete assigned work.
- Serve as technical advisor in assigned systems area.
- Apply advanced-level principles of construction project control techniques and methods.
- Apply advanced-level principles and practices of project management.
- Provide advanced-level analysis, evaluation, and forecast of capital improvement project costs.
- Produce and provide program reports to include milestones, cash flow, cost financials, and staffing.
- Provide complex future requirement trends and operating forecast budgets for capital improvement projects.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Provide high-level evaluation of database needs and develop database models to meet project control needs.
- Research and monitor technical trends.
- Prepare clear and concise technical reports and documentation.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Make sound, independent decisions within established policy and procedural guidelines.

- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use critical thinking techniques and advanced methods in reaching independent decisions.
- Utilize a computer, relevant software applications and/or other equipment.
- Effectively communicate in person, over the telephone, and in writing.
- Travel to District project sites and meeting locations.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in business or public administration, engineering, construction management, information systems, or a related field; AND,
2. Six (6) years of work experience in project controls to include planning, scheduling, developing, managing, cost analysis and/or executing all components of a project controls program.

Licenses and/or Certifications:

- None.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.