TITLE: Project Controls Analyst
EMPLOYMENT TYPE: Non-Exempt
DIVISION: Rail (Capital Projects Delivery)
APPLICATION DEADLINE: Friday, August 2, 2019
PAY RANGE: $1,413.34 – $2,120.02 per week ($73,494 – $110,241 estimated annual)
WORK LOCATION: San Carlos, California
WORK SCHEDULE: Full Time

Job Summary
The Project Controls Analyst reports to the Manager, Project Controls, and is responsible for develop, implement and maintain project costs and schedules control by supporting the administration of project related cost, grants, funding, and budgeting activities for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA).

Examples of Essential Functions:
- Develop and manage design and construction project schedules in Primavera P6.
- Research and support Internal stakeholders to determine project scope of service, budgeting and cost detailing/documentations, establish project schedules and project coordination.
- Develop internal and external reporting requirements for all stakeholders in support of the Capital Program Delivery processes.
- Assist Project Managers in developing and maintaining project baseline schedules including resource planning and cash flow.
- Monitor and assess project changes, trends, risks and make recommendations.

Examples of Duties:
- Support project teams, managers, and other project control members with monitor and analysis of financial project information (including auditing of grants and funding requirements, and performing financial and schedule analysis on project performance).
- Compile information to perform schedule and financial analysis for capital projects.
- Analyze short-term and long-term decisions and strategies for project including critical path analysis and report preparation.
- Perform cash flow analysis and cost accounting.
- Develop reports for management, and presentation materials for internal and external stakeholders.
- Support the processes to manage project schedules using Primavera P6.
- Interfaces with the construction teams on payments progress, change control, funding issues, procurement requisitions and other construction related issues.
- Develop and implement methods, techniques, and Key Performance Indicators (KPI)
- Perform all duties and responsibilities in a safe manner to protect self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

Supervision: Works under the supervision of the Manager, Project Controls who establishes goals and objectives, monitors and evaluates performance.
**Minimum Qualifications:** Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained but not limited to:

- Bachelor degree in Construction, Engineering, Architecture or related fields.
- Two years of professional full-time experience in scheduling construction projects.

**Other Requirements:**
- Working experience with Primavera P6 is desirable.
- Must possess experience in cost engineering and schedule establishment.
- Must possess effective written and orally communication skills.

**Selection Process May Include:**
The process will include a panel interview and may include written and skills test assessments. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process. Selected candidate will be subject to background investigation.

**Current Employment Benefits at SamTrans:**
- **Holidays:** Seven paid holidays, plus up to five floating holidays per year
- **Time Off:** Paid Time Off: Up to 21 days per year
- **Cafeteria Plans:** Medical, dental, vision care, group life insurance, and more
- **Transportation:** Free bus transportation for employees and qualified dependents
- **Retirement:** Social Security and California Public Employees Retirement Systems (CalPERS)
  - Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
  - New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

**How to Apply:**
- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package must be received by the District’s Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650)508-6308.

SamTrans is an Equal Opportunity Employer Minorities/Women/Persons with Disabilities/Veterans