



# JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

December 9, 2022

**TITLE:** Project Control Analyst II-Scheduler  
**EMPLOYMENT TYPE:** Non-Exempt (Full-Time)  
**DIVISION:** Rail (Operations)  
**APPLICATION DEADLINE:** **Continuous Recruitment Until Filled**  
**PAY RANGE:** \$1563-\$2345 per week (\$81,306- \$121,960 estimated annual)  
**WORK LOCATION:** San Carlos, California

## JOB SUMMARY:

### EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develop, manage, and update official project schedules and baselines for Capital Projects.
- Prepare project's Status Reports based on project teams and other relevant stakeholders' input, the district's financial system, schedule system, and any other project related information system.
- Develop and implement Key Performance Indicators (KPI) to monitor project performance and related processes including budgeting, estimating, change management, quality, and others.
- Support project teams in developing project budgets and their allocation, performing cost control, estimating cash flows, analyzing trends to identify budget and funding gaps, and obtaining and managing funding.
- Assist in the development and update of process documentation including procedures, instructions, and training material.

### EXAMPLES OF DUTIES:

- Analyze project's baselines, official schedules, contractor's baselines, and contractor's schedule updates.
- Forecast expenditure, plan budgets, classify costs by type, track labor-hours allocated to a project, verify invoices, and manage change events that impact the budget.
- Analyze project performance data, including Earned Value related KPIs, and assist in the development of project recovery plans.
- Develop status reports and presentation materials for internal and external stakeholders.
- Assist in the administration software systems in support of Project Management processes.
- Perform or follow up changes approved by Management or Contract Change Committees.
- Track and process progress payments, contract changes, funding issues, procurement requisitions and other project financial related issues.
- 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 to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** Works under the general supervision of the Deputy Director, Project Controls, who provides policy guidance, 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 through but not limited to:

- Bachelor's degree in construction, Engineering, Architecture, or related fields.
- Two years of professional full-time experience in scheduling construction projects, Additional years of full-time experience in scheduling construction projects may be substituted in lieu of the degree requirement on a year for year basis.

**PREFERRED QUALIFICATIONS:**

- Two years of working experience with Primavera P6.
- Experience in Earned Value Management.
- Strong, written, verbal, organizational and interpersonal skills.
- Experience in project finances.
- Experience in cost engineering.
- Project Management Professional (PMP) or Certified Cost Professional (CCP) certifications.

**SELECTION PROCESS MAY INCLUDE:** The process will include a panel interview and may include written and skills test assessments or supplemental questions. 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.

**EMPLOYEE BENEFITS:**

For further benefit details please visit: <https://www.caltrain.com/about-caltrain/jobs/employee-benefits>

Holidays	: Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off	: Up to 26 (PTO) days per year
Cafeteria Plans	: Medical, dental, vision care, group life insurance, and more
Transportation	: Free transportation on Caltrain for employees. Free bus transportation for employees and qualified dependents
Retirement	: Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"><li>• Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation</li><li>• New Members – 2% @ 62 benefit formula, 3 year average of highest compensation</li></ul>

**HOW TO APPLY:**

- To apply, please visit the <https://www.caltrain.com/about-caltrain/jobs>. The deadline to apply is **continuous recruitment until filled**. Complete an online employment application. A resume will not be accepted in lieu of the application.
- 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 contact the Human Resources Department at (650) 508-6308 or email written request to [hr@samtrans.com](mailto:hr@samtrans.com).
- Caltrain celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.