



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

December 8, 2023

TITLE: Project Control Analyst II
EMPLOYMENT TYPE: Non-Exempt
DIVISION: Rail Design & Construction
APPLICATION DEADLINE: Open Recruitment Until Filled
PAY RANGE: \$1563-\$2345 weekly (\$81,306-\$121,960) estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY:

The Project Controls Analyst II reports to the Manager, Cost Controls, and is responsible for supporting the administration of project related schedules, risks, costs, grants, funding, and budgeting activities for the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- 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.
- 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.
- Develop and update cost and resource loaded schedules and baselines for Capital Projects in Primavera P6.
- Support project teams managing and tracking project risks and their corresponding contingency budgets and schedules.
- 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.
- Perform or follow up changes approved by Management or Contract Change Committees.
- Assist in the development and update of process documentation including procedures, instructions, and training material.

EXAMPLE OF DUTIES:

- Responsible for developing, managing, and updating official project schedules and baselines for small to medium sized projects of limited complexity.
- Responsible for the financial aspects of Project Management such as project funding, cost control and budgeting for small to medium sized projects of limited complexity.
- 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.
- Responsible for tracking, processing progress payments, contract changes, and procurement requisitions.
- Support project teams, managers, and Project Controls in resolving issues related to schedule, cost, budget, funding, and others.
- Perform all job duties and responsibilities in a safe manner to protect one's 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 general supervision of the Manager, Cost Controls, who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in construction, Engineering, Finance, or related fields.
- Two years of professional full-time experience in project controls of construction projects.

PREFERRED QUALIFICATIONS

- Working experience with Primavera P6.
- Experience in cost engineering and schedule management.
- Experience in Earned Value Management.
- Experience in Risk and Contingency Management.
- Project Management Professional (PMP), Certified Scheduling Professional (PMI-SP) or Certified Cost Professional (CCP) certifications.
- Effective written and oral communication skills.

SELECTION PROCESS:

The process may include written and skills test assessments or supplemental questions and will require a panel interview. 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.

CURRENT EMPLOYMENT BENEFITS:

For further Benefits details please go to: <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 days per year
Cafeteria Plan:	Medical, dental, vision care, group life insurance, and more
Rail Transportation:	Free Caltrain transportation for employees
Transportation:	Free bus transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none">○ 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:

- To apply, please visit the <https://www.caltrain.com/about-caltrain/jobs>. Complete an online employment application and supplemental questionnaire. **Open Recruitment Until Filled.** A resume will not be accepted in lieu of the application and supplemental questionnaire (If required). Incomplete application will not be considered.
- 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.
- SamTrans 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.