

LOS ANGELES COMMUNITY COLLEGE DISTRICT

Posting: SAC-442

Position Title: Project Controls Specialist II (Cost Analyst)

Location: PMO
Post Date: April 18, 2024
Due Date: April 29, 2024
Number of positions: 2
Anticipated Start: May-June 2024

Instructions:

- Review the position description below.
- Resume to be no more than 3 pages single sided. *Only add candidate's name where requested.*
- Direct any questions regarding this posting to Nader Farnoush.
- **If a resume is submitted by more than one team, all submissions of that resume will be discarded.**

Position Description:

- Monitor the overall integrity of the project budget and forecast in accordance with approved standard operating procedures
- Provide quality assurance to College functional staff regarding all financial tracking and cost performance
- Conduct cost variance analysis of reported data to identify trends and mitigate potential budget impacts
- Review, analysis and oversight of monthly cost reports and monthly progress reports
- Evaluate contract change orders and amendments for impact on budget/timetable
- Review financial section of the Proposed Board Actions for accuracy
- Review invoices for compliance and proper coding in accordance with encumbrances
- Review task order requests, change orders and amendments to ensure budget availability, accurate cost coding and reporting
- Interact with various technical discipline leads to understand and communicate issues and conflicts that may impact the budget
- Ensure implementation of BuildLACCD policies, procedures and plans regarding cost management of capital projects with multiple funding sources
- Provide interface support and respond to all College requests for all financial information
- Serve as central receiving point for all financial matters for assigned College(s)
- Travel to offsite project locations as required
- Ability to present data to management in an organized manner
- Exceptional communication skills required
- Ability to adapt to changing requirements and situations
- Ability to work in a fast-paced environment
- Ability to work as part of a team
- Ability to perform in a business environment, maintaining professionalism in all communications and demeanor
- Other job related duties or projects as assigned

Minimum Required Qualifications: Project Controls Specialist II (Cost Analyst)

- 3-5 years professional experience in program and/or project controls on a construction program.
- BS/BA Degree in Engineering, Construction Management, Business or related degree. Additional qualifying experience in excess to the minimum stated above may be substituted for the required education on a year for year basis.
- Experience working through the entire project life cycle.
- Knowledge of theories, principles and practices of cost/schedule management, earned value management, change management, forecasting, and risk assessment.

Preferred Qualifications:

- Experience utilizing Microsoft Office, Advanced Excel Skills, Proliance, Data-Warehouse or other systems used by a large capital program, and any educational facility experience.