



TD THORNTON

# Project Controls Analyst / Business Analyst

GREATER BAY AREA, CA /  
PROJECT CONTROLS /  
FULL TIME

**\*\*\* US Citizens and those authorized to work in the US are encouraged to apply. We are unable to sponsor Visa's at this time. \*\*\***

**\*\* Ideal candidates will have project management experience in the construction or engineering industry. Projects involve the design, construction, and operation of electrical substations for a utility company. \*\***

**\*\*Local candidates ONLY\*\***

**\*\*No Relocation Benefit\*\***

The Analyst is responsible for controlling the scope, cost and schedule of capital projects. Under general direction, the Analyst exercises judgment and is responsible for all aspects of project governance. Projects typically have a multi-year duration and some may be high profile involving political officials, regulatory agencies or large customers. The position requires skills in managing cross-functional, multi-location project teams using cutting edge project management methodologies.

## **Essential Duties and Responsibilities**

### **Plan and Organize**

- Input financial forecast data and provide analysis using Enterprise Software including SAP and Oracle Primavera P6
- Create and maintain project plans — define activities, work breakdown structures, predecessors, successors, resources and baselines

- Support project manager in preparation of business cases, contingency releases and manage project budgets within established project governance rules
- Develop, monitor and update cash flow projections
- Ensure project scope control and documentation is maintained

## **Analyze**

- Analyze and report on variances for project cost and schedule
- Create and maintain complex Excel spreadsheets for reporting and analysis
- Measure the progress of activities and milestones in project plans and other progress tracking tools
- Provide direct support to the project management team and perform ad hoc analysis

## **Execute**

- Execute and administer contracts, process change orders, and post goods receipts
- Support meetings or calls with project team members and stakeholders
- Support project manager to hold team members accountable to action items
- Notify leadership of appropriate change control
- Produce deliverables as directed by project manager and sponsor

## **Communicate**

- Report to both project manager and analyst supervisor – prepare and present timely updates
- Report to stakeholders – ensure all applicable cross-functional personnel are informed using meeting minutes, action logs, and status reports

## **Manage Risk**

- Support project team in identifying, resolving and tracking risks

- Escalate risks and issues in order to find ways to keep projects on schedule and on budget

**Qualifications - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required.**

- At least 4-8 years work experience as an analyst, preferably in the project or program management discipline
- Requires at least a Bachelor's degree in business, finance, accounting, engineering, construction management or similar field
- Strong Communications Skills:
- Ability to read and interpret documents such as safety guidelines, permits, contracts, procedure manuals, job aids and technical reports
- Ability to write routine reports, correspondence, meeting minutes, work plans, procedures and presentations
- Ability to speak effectively to customers, independent contractors, project stakeholders and senior management within the client's organization
- Ability to multitask, prioritize requests and work independently
- Ability to self-teach when necessary
- Ability to break down complex business information and apply rational planning for sound business decisions
- Excellent time management, organizational and problem-solving skills
- Strong commitment to quality, attention to detail and proven ability to meet deadlines
- Software Tool Proficiency:
- MS Office Applications (especially Word, Excel, PowerPoint, Outlook, SharePoint and Visio) is essential
- Enterprise resource financial software (such as SAP, IBM, Microsoft and Oracle) is essential
- Scheduling software (such as MS Project and Oracle Primavera P6) is desired

- Project management software such as Unifier and Project Wise is desired
- Experience with utility company or union environment is desired
- Project Management Professional (PMP) certification is desired

**Benefits & Salary**

Salary commensurate with experience

Medical, Dental, Vision (some with HSA's)

401(k) with company contribution

Parental Leave

Flexible Spending Account