



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

INFORMATION TECHNOLOGY PROJECT CONTROLS SPECIALIST

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 44 Job #: YA52
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JOB SUMMARY

This is the journey level position performing Information Technology Project Controls Specialist job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Provides support to project managers in project planning and control, cost estimating, and forecasting for projects.
2. May lead or conduct planning, scheduling, cost analysis, and monitoring for programs and projects.
3. Develops work breakdown structures for complex projects.
4. Reviews professional services agreement invoices for accuracy and contract compliance.
5. Collects and analyzes data and makes recommendations on resource planning for individual programs.
6. May participate in the development of cost estimates for projects.
7. Participates in the development and implementation of project controls policies and procedures.

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8. Prepares expenditure forecasts and budgets for programs and projects.
9. Monitors, analyzes, reports, and makes recommendations on cost and schedule performance.
10. Researches and analyzes data and prepares reports and documents for Board or management.
11. May participate on a project team.
12. Performs other related Information Technology Project Controls Specialist job duties.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and four years of relevant experience; or Master's degree from an accredited college or university in a related field and two years of relevant experience.

General Required Knowledge of: Project management principles and practices in an engineering, construction, or information technology environment, such as earned value analysis, resource planning, budgeting, expenditure, forecasting, and cost accounting; project management scheduling software; and current office technology and equipment.

General Required Skills and Abilities to: Effectively use advanced scheduling software; analyze; make decisions; plan projects; time management; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

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Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.

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