



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## SENIOR INFORMATION TECHNOLOGY PROJECT CONTROLS SPECIALIST

<b>Group-Section:</b> Business Technology Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 49 <b>Job #:</b> YA53
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### JOB SUMMARY

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

### DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

### OVERSIGHT

**Supervision Received:** The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

**Supervision Given:** Acts as a lead. Coordinates and reviews 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 guidance, direction, and specialized assistance to project managers for the resolution of complex project controls issues.
2. Leads the project controls effort for the planning, scheduling, cost analysis, and monitoring for major programs or high visibility projects.
3. Prepares reports and makes recommendations on cost and schedule performance.
4. Develops specialized work breakdown structures for complex projects.
5. Oversees consultant staff performing a wide-range of project controls functions.

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6. Develops, negotiates, and administers professional services agreements for project controls services.
7. Collects and analyzes data and makes recommendations on components (e.g. Engineering or Information Technology projects) of the Capital Investment Program (CIP) for resource planning to management.
8. Participates in the development of project cost estimates for projects.
9. Participates in the development and implementation of project controls policies and procedures.
10. Prepares expenditure forecasts and budgets for programs and projects.
11. Researches and analyzes data and prepares reports and documents for Board or management.
12. Acts as Project Manager; plans, coordinates, and conducts projects within area of responsibility, including monitoring scope, quality, budget, and schedule.
13. Performs other related Information Technology Project Controls Specialist duties.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

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

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

**Required Skills and Abilities to:** Effectively use advanced scheduling software; analyze; make decisions; plan programs & 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; lead and train; 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

Job Title: Senior Information Technology Project Controls Specialist

Job Code: YA53

Adopted: 03/11/13

Revised:

Supercedes:

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**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.

**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.