

CONSTRUCTION SERVICES ANALYST

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Planning Services, the classification Construction Services Analyst is established for the purpose/s of analyzing and reporting all ongoing construction-related scheduling and financial/expenditure data; processing easements and right of way permits and linking payments to correct projects; coordinating construction briefings and update meetings; providing comprehensive data and information analysis on which to base negotiating project changes orders; ensuring accuracy and timeliness of the project management database for information and decision-making by District managers, construction engineers and supervisors, architects and vendors; coordinates and oversees the Storm Water Pollution Prevention Plan.

DISTINGUISHING CHARACTERISTICS

This class is responsible for a variety of complex and significant analytical and data management functions to support the facility construction programs including managing, analyzing, coordinating and assessing information from source and secondary documents including terms and conditions of contracts, invoices, change orders, program guidelines, project planning and scheduling, statutes, policies, rules and regulations. The position is responsible to attend construction management meetings for the purpose of assisting in negotiating agreements on behalf of the District; coordinates and oversees the Storm Water Pollution Prevention Plan.

ESSENTIAL JOB FUNCTIONS

- Analyzes, reviews, organizes, monitors status of Requests for Information (RFI's), Requests for Proposals (RFP's), periodic pay applications (usually monthly per project), and change orders, to ensure timely responses, submittals, and processing from responsible parties (e.g., construction contractors, vendors, suppliers, etc.).
- Attends construction meetings to ensure that RFI's, submittals, change orders, and other project-related documentation has been adhered to and is submitted for approval in a timely manner and in mandatory formats.
- Maintains the critical path project management data base (e-builder) that assures integrity and accuracy of data to support both planning and construction activity phases of projects (e.g. cost information from contracts, RFI's, RFP's, change orders; construction site milestone completion data; construction delays; etc.) accessible on line by, and via periodic reports to, District's bond program project managers, construction contractors, architects, engineers, etc.
- Researches/develops/implements integrated systems for the purpose of maintaining complex technical and financial records and accounts and for reporting information on activities and costs associated with construction projects and their financing sources.
- Registers all projects of an acre or more in size with the California Storm Water Multiple Application and Report Tracking System (SMARTS), ensuring district compliance with the regulations for monitoring projects, and updating Board policies as necessary.

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- Compiles and monitors activities of contractors at construction sites to ensure accurate and timely reporting to the State of California regarding the District's storm water pollution prevention plans (SWPPP) and remediation actions taken as needed in response to incidents and complaints.
- Maintains central plan depository for both digital and hard copy sets of plans created for, and during, construction projects.
- Assists/orients/trains other Bond Project office staff members and authorized users (e.g., contractors, architects, engineers, etc.) on access and use of the construction projects database and the project tools in the e-builder system to enable them to keep abreast of project activities and pending actions.
- Reviews/researches/analyzes laws, regulations, legislative proposals, policies and construction changes for the purpose of assessing their potential cost impact on current and planned construction projects and for recommending appropriate revisions to District policies and procedures related to the bond program to respond to and manage change.
- Oversees quality control processes intended to ensure that contractors and other vendors schedule submittals, conform to the projects' master schedules, codes, and construction contracts.

JOB REQUIREMENTS – QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE of facilities planning and scheduling processes; building construction practices and sequence of operations; principles and practices used in school construction contracting, accounting and contracting with independent consultants; methods, materials, procedures and policies involved in the completion of construction projects; State codes and regulations and district policies related to school construction contracting, contracting with independent consultants; methods and terminology used in contracting and accounting, budgeting and financial reporting, building plans and construction; establishing procedures and guidelines for gathering data to complete complex reports; office organization systems; District organization, operations, policies and objectives; interpersonal skills using tact, patience and courtesy; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; modern office practices, procedures and equipment; operation of computer terminal. Required to perform basic math; read a variety of manuals; write documents following prescribed formats; analyze situations to define issues and draw conclusions. Specific knowledge is required to perform satisfactorily the function of the job and includes: use of computer software and hardware to design and maintain construction schedules.

SKILLS to perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include speed and accuracy of data entry for recording, modifying and reporting schedule information (e.g. spreadsheet, word-processing, and data bases); adjusting priorities quickly to respond to new situations; learning and implementing database software for entering, storing, retrieving and reporting data.

ABILITY to demonstrate proficiency in project management scheduling software (e.g. District's E-builder, or Microsoft Project, Primavera, or similar); interpret and analyze technical materials such as construction contracts, drawings and specifications; analyze critical path and cost loading, resource loading, global

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changes and filtering and report layouts; recognize critical elements of problems, determine solutions and make logical recommendations. Flexibility is required to work with others under a wide variety of circumstances, analyze data using defined and similar processes; and operate equipment using various methods of operation. Ability is also required to work with a diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a variety of job-related equipment in working with others; problems solving required to analyze issues, create plans of action, and reach solutions with data and with equipment is moderate. Schedule construction-related meetings and activities, confer with architect(s), school and district administrators and contractors, government agencies and others.

RESPONSIBILITY

Responsibilities include: working independently under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is continual opportunity to significantly impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 80% sitting, 10% walking and 10% standing. Most of the time the job is performed in an office environment under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere. As required, the job is occasionally performed at construction sites and incumbent will be subjected to ambient outside weather conditions and hazards found at building construction sites requiring use of safety hat, shoes, and other protective equipment as may be required at a site.

EXPERIENCE

Sufficient experience and training to possess the knowledge, skills and abilities necessary to perform the duties of the class. Typical qualifying experience would be at least four years of service in a public agency, preferably in a school district, that included responsibility for human resource issues relevant to applying progressive discipline, ensuring employee performance evaluations, resolving labor relations issues in a union environment, budgeting, HR data systems and position control. Two years of experience must be at a supervisory or management level.

EDUCATION & EXPERIENCE

1. A Bachelor's degree in business, public administration, or related field and two years of professional experience in the research, review and analysis of administrative support areas to construction projects, preferably in a California public school district, and experience in automated record keeping, accounting and word processing systems. Additional experience beyond the two years may substitute for the degree on the basis of one year of experience for 24 semester/45 quarter units for each year of additional experience. OR,
2. A combination of experience and training including completion of advanced coursework in business, public administration or related field including workshops, seminars and training sessions in school

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district business services areas AND significant highly responsible secretarial and administrative support experience including researching and analyzing information and coordinating projects at a highly independent level and experience in automated recordkeeping, accounting and word processing systems.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES

California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCES

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB Clearance. Pre-employment physical examination including negative drug screen.

FLSA Status

Non-Exempt

SALARY RANGE

Bargaining Unit Schedule