



POSITION DESCRIPTION

JOB TITLE:	Cost Analyst-Program Controls	FLSA STATUS:	Exempt
DEPARTMENT:	K-14	W/C CODE:	8601
REPORTS TO:	Program Manager	EEO-1 JOB CODE:	2
LOCATION:	LACCD	APPROVAL DATE:	3/26/13
		REVISION DATE:	3/24/17

SUMMARY: The Cost Analyst’s primary functions are to plan, develop, and supervise all cost functions. The Cost Manager is to ensure that all project cost activities such as data collection, field estimating, productivity analysis and budget forecasting comply with company and client requirements. This position is responsible for the development and implementation of project cost standards and procedures. The cost manager will implement a standard costing structure and insure that all projects adhere to this standard. The cost department is to provide a support service to the project teams to assist and guide the establishment of the project budgets and project control tools.

ESSENTIAL RESPONSIBILITIES: *The following are intended to be examples of the accountabilities for which the person in this position is responsible. This position description is not intended to be complete or all-inclusive and does not preclude management from assigning other or related functions if such functions are a logical assignment for the position.*

- Monitor the overall integrity of the project budget and forecast in accordance with approved standard operating procedures
- Provide quality assurance to College functional staff and special program managers regarding all financial tracking and cost performance
- Participate in monthly EAC meetings with College Project Teams to validate and review current EAC’s, while assisting the team to document justification of variances
- Participate in College(s) change management meetings to identify trends and risk exposure, in conjunction with the College Project Team Cost Analyst
- Participate in Risk Assessment workshops, providing input as needed to potential impacts at College(s) and special programs
- Conduct cost variance analysis of reported data to identify trends and mitigate potential budget impacts
- Monitor identified trends and mitigation plans over time against actual performance
- Review, analysis and oversight of budget and expenditures against projects based upon various funding sources
- Participate in reoccurring meetings with schedulers to review cost and schedule performance to determine cost overruns/ underruns, issues with project durations, or variances in spend analyzing plan versus expenditures over period of time
- Review, analysis and oversight of monthly cost reports and monthly progress reports
- Evaluate staffing plans, identify any excessive peaks and make recommendations for peak leveling
- Evaluate contract change orders and amendments for impact on budget/timetable
- Review financial section of the Proposed Board Actions for accuracy

- Review task order requests, change orders and amendments to ensure budget availability, accurate cost coding and reporting
- Interact on a regular basis 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 requests for all financial information
- Serve as central receiving point for all financial matters for assigned College(s) and special programs
- Travel to offsite project locations on a weekly/ monthly basis
- Perform necessary data entry for budget and forecast impacts
- Other job-related duties or projects as assigned

SECONDARY RESPONSIBILITIES:

- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: The person in this position has no supervisory responsibility.

QUALIFICATIONS:

- A Bachelor's Degree in related field is desired. A high school diploma, GED and/or equivalent combination of education and work experience may be substituted.
- 10 years of cost management, project controls and/or project management experience in the A/E/C industry.
- Possesses extensive knowledge and experience in costing and estimating construction projects.
- Working knowledge of cost and schedule management programs (i.e. Primavera, P3, P6, Contract Manager 13, Proliance, Microsoft Project, SureTrak) and department computer system is highly desired.
- Must have excellent verbal and written communication skills including the ability to organize large amounts of information into coherent and meaningful format. Must also possess effective interpersonal skills.
- Must be detail-oriented, organized and self-motivated
- Is able to efficiently and effectively handle multiple and shifting priorities while working on multiple projects and meeting tight deadlines
- Consistently demonstrates a high attention to detail

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is regularly required to use hands to finger, handle, or feel. Must be able to use a computer keyboard, mouse and calculator. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision and ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will be exposed to outdoor weather conditions, work on job sites, travel to and from these locations, work in a typical office environment, and is occasionally exposed to construction equipment. The noise level in the work environment is usually moderate.