

Position Description

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Report Run Date	January 28 2019 1:00 PM
Position Number:	02020387
Dept:	DESIGN & CONSTRUCTION MANAGEMENT - 064010
Position:	CONSTRUCTION ANALYST
Approved Payroll Title Code:	7584
Approved Payroll Title:	BUS SYS ANL 3
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	PSS22
POSITION DETAILS	
Job Summary:	Under the general direction of the Business Systems Analyst, participate in business process analysis and the continued improvement of DCM's Construction Project Management and Accounting system (CPMA). Train and support users of CPMA. CPMA is a suite of commercial software that manages over \$800,000,000 of financial activity yearly, in addition to managing thousands of construction documents that insure the quality, life safety and the official record of the capital program.
Campus Job Scope:	
Department Specific Job Scope:	<p>This position is within the department of Design and Construction Management (DCM). DCM's mission is to deliver high quality buildings, create new environments, improve the infrastructure and transform existing facilities which will sustain and advance the campus' mission of learning, discovery and engagement.</p> <p>As part of DCM's Business Systems team; provide business process analysis, implement the improvement and enable the efficient use of CPMA by staff and external partners such as contractors, consultants and design professionals. Train and support staff and external partners in the use of CPMA.</p>
Positions Supervised:	NA
Essential Responsibilities:	50% - CPMA PROJECT & SERVICE Provide technical expertise in the planning and implementation of the CPMA project. Facilitate the definition of project goals, and tasks.

	<p>Facilitate the definition of service levels and customer requirements. Interact regularly with existing or potential clients to determine their needs and to develop plans for improving delivery. Work cross-functionally to solve problems and implement changes. Establish liaisons with universities and other comparable users to keep abreast of status of similar projects and activities at these institutions. Configure system, documents and workflow as defined by requirements. Using knowledge of construction accounting, administration and public contracting. Provide analysis of construction business processes. Adapt existing processes and create new processes based on construction delivery methods, contract specifications, management preferences and objectives. Gather requirements from stakeholders including the project management team, design professionals and construction contractors. Analyze and interpret requirements for their viability against business objectives. Identify workarounds, value additions and process improvements for stakeholders. Document requirements by creating use cases, developing functional and specification documents. Prepare reusable and ad-hoc reports by collecting, analyzing and summarizing information and trends.</p> <p>20% TASK MANAGEMENT Develop detailed plan to implement various phases of the assigned projects. Under direction of supervisor, lead process to identify and achieve consensus of overall project goals and detailed program requirements. Prepare and manage detailed project schedules. Monitor, control and adjust project tasks to meet milestones and complete project on schedule. Identify internal and external resources to implement tasks, coordinate, and oversee review and approval of work products from project team. Provide guidance and serve as the workgroup team member to ensure the proposed project scope is appropriate to identified goals and program and will provide optimum long-term solution.</p> <p>30% TRAINING AND SUPPORT Train staff and external partners in the use of CPMA. Troubleshoot and resolve user issues. Deliver group and individual instruction and training covering a range of technical, operational, and/or management areas. Develop training curricula and utilize vendor-supplied materials to meet departmental goals and objectives. Resolve or assist in the resolution of conflicts within and between projects, external partners or functional areas; develop methods to monitor project progress; and suggest corrective action if necessary.</p>
Physical Demands:	Ability to use a computer for an extended period of time. May climb, crawl, bend stoop and work in tight, confined areas. May lift up to 30 lbs.
Work Environment:	<p>Work occasional evenings and weekends as required meeting operational needs.</p> <p>This position is subject to Medical Surveillance procedures and review in accordance with Federal and State laws and regulations and University policy.</p> <p>Work occasional overtime. Work occasional evenings, nights,</p>

weekends, and holidays as needed for activities and projects that are required to be done after-hours.

Work in a busy office with constant interruptions and distractions, and with constant traffic and noise from telephone conversations, visitors, staff, etc.

Occasional travel to meetings and alternate work sites.

Employee is personally responsible for following safety procedures and guidelines.

This position may, at times, require the individual to work with or be in areas where hazardous materials and/or infectious diseases are present. Specific hazards include but are not limited to asbestos, PCB's radioactive materials, industrial and laboratory chemicals, fuels, solvents, infectious materials and wastes, biological hazards and other materials labeled hazardous.

Must possess and maintain a valid California Driver's License.

Position will participate in the Department of Motor Vehicles (DMV) Pull Notice System. Position will be required to operate University vehicles.

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

Background Check: Yes

QUALIFICATIONS

Minimum Qualifications:

- Experience with and knowledge of construction administration and construction project management practices and procedures, including project initiation, planning, execution, monitoring and closing.
- Experience with and knowledge of construction project phases, schedules and contracts.
- Skill to meet customer/client expectations with an emphasis on quality, quantity, and timeliness of work.
- Knowledge of specific construction contract types to ascertain suitability for specific processes.
- Knowledge of cost accounting, G/L financial transactions and financial systems.
- Skills to gather and document business requirements.
- Skills to analyze technical problems, develop solutions, and make recommendations based on objective analysis.

	<p>Analytical and critical thinking skills to exercise independent judgment in problem solving, anticipate, identify and communicate effectively and authoritatively with engineers, architects and other professional consultants.</p> <p>Knowledge and advanced skills to operate custom computerized systems to prepare construction documents, reports, budgets, and schedules.</p> <p>Working knowledge of word processing, spreadsheet, calendaring, reporting, project management, and document management software.</p> <p>Organizational and time management skills to coordinate several simultaneous activities in a dynamic work environment with frequent change.</p>
<p>Preferred Qualifications for Selection:</p>	<p>Technical working knowledge in materials and techniques of construction, design development and preparation of specifications and drawings.</p> <p>Skills to develop customized reports from databases to extract and collect data according to client or management needs.</p> <p>Oral and written communication skills sufficient to write instructions and procedures and to convey and explain instructions and/or concepts clearly, accurately, and succinctly to both technical and non-technical audiences. Skills to exhibit good listening skills and keep others informed.</p> <p>Experience in using and configuring Microsoft Dynamics SL.</p> <p>Experience in using and configuring Spitfire Project Management software.</p> <p>Working knowledge of document management principals and software.</p> <p>Experience in using software to manage construction projects such as Primavera, eBuilder, CMiC, Prolog.</p>

SIGNATURES

Employee

I have read this position description and understand its contents.

Date

Supervisor

This position description accurately describes the essential responsibilities assigned to this position.

Date

Department Head

This position description accurately describes the essential responsibilities assigned to this position.

Date

