(PD-966) Planning/Project Analyst

POSITION INFORMATION

Internal Team:* SL-FacMgmt-Facilities Planning-127800
Job Code/Employee Classification:* Admin Analyst/Spclst 12 Mo

MPP Job Code: 
Position Number: Admin Analyst/Spclst 12 Mo 
Position no: SL-00011123

CSU Working Title:* Planning/Project Analyst
Reports To: Exec Dir Fac Plan & Cap Proj
Campus:* San Luis Obispo
Division:* Administration and Finance
College/Program:* Facilities Management and Dev
Department:* FacMgmt-Facilities Planning - 127800
FLSA Status:* Non-Exempt

SENSITIVE POSITION

Sensitive Position: ☑ Yes  ☐ No
Job Summary/Basic Function:* The Facilities Management and Development (FM&D) organization is a unit within the Administration and Finance division and is responsible for the management, operations, and development of facilities on the university campus. Facilities Management and Development (FMD), a unit within the Administration and Finance Division (AFD), is responsible for the planning, design, construction, operations, maintenance, and repair of university facilities and grounds. FMD consists of five critical and interdependent support departments, including Facilities Customer & Business Services; Energy, Utilities, & Sustainability; Environmental Health & Safety; Facilities Planning & Capital Projects; Facility Operations; and Special Projects. In support of the Cal Poly mission, the Facilities Management and Development department is committed to promoting a culture that values individual and organizational integrity, civility, and diversity.

The Facilities Planning & Capital Projects Department (FPCP) provides project planning, architectural design/coordination, construction, and project management services, as well as campus master planning and space management for Cal Poly. The Planner/Project Analyst works independently collaborating and is responsible for organizing and executing a wide variety of functions. The incumbent will provide administrative, technical, and analytical support to FPCP’s project management team (Planners, Projects Managers, and Inspectors) during planning, design, construction, and closeout of capital projects. The incumbent will thoroughly understand Cal State Policy as it relates to capital projects and provide guidance to the project management team.

Minimum Qualifications:* Equivalent to graduation from a four-year college or university. One year of technical or administrative experience. A graduate degree in a related field may be substituted for one year of the required experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.
**Required Qualifications:**

- Working knowledge of administrative concepts, practices and procedures to research, develop, and evaluate policies and programs.
- General knowledge in facilities planning, building design, construction administration and related activities.
- General knowledge of building materials, costing procedures and the sequential methods of modern construction and maintenance practices, as well as capital construction project delivery methods.
- Working knowledge in reading and understanding proposals, plans, blueprints, process drawings, contracts, purchase orders, and specifications for all phases of construction and building maintenance.
- Ability to make independent decisions and exercise sound judgment.
- Exceptional oral and written communication skills, and proven ability to effectively communicate information in a clear and understandable manner.
- Thorough knowledge of English grammar, spelling and punctuation.
- Ability to draft and compose correspondence and standard reports with the ability to build and maintain complex schedules.
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments and meet fluctuating and time-sensitive deadlines.
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Demonstrated skill in providing meticulous follow-through for all assignments. Ability to perform detailed work with a high degree of accuracy and efficiency.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Demonstrated ability to maintain a high degree of confidentiality.
- Ability to train and communicate new skills and procedures to staff.
- Ability to adapt to the dynamics of organizational, procedural, technological and policy changes.
- Working knowledge of or ability to quickly learn University infrastructure, policies, and procedures.
Preferred Qualifications:

Experience with public works or higher education planning, design or construction projects.

Two years progressively responsible experience to capital planning, building design, construction administration, facilities management, and/or related activities.

General knowledge of building materials, costing procedures and the sequential methods of modern construction and maintenance practices, as well as capital construction project delivery methods.

Working knowledge in reading and understanding proposals, plans, blueprints, process drawings, contracts, purchase orders, and specifications for all phases of construction and building maintenance.

Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

Expertise in using standard office software programs with an emphasis on Word, Excel, Outlook, Visio, Project, and PowerPoint.

Working knowledge of Adobe Photoshop, AutoCAD, Bluebeam, and Acrobat.

Knowledge of complex automated financial and facilities management database systems, such as PeopleSoft Financial and FAMIS, including extensive query and reporting capabilities.

Knowledge of project management software systems, such as Planon, Prolog, and GOVmotus.

Special Conditions:

Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

Must be able to successfully pass a pre-employment background check.

Must be willing to travel and attend training programs off-site for occasional professional development.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

License / Certification:

Possession of a valid driver's license or the ability to obtain by date of hire.

Mandated Reporter:

Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

NCAA:

☐ Yes  ☐ No

Conflict of Interest:

None

Supervises Employees:

☐ Yes  ☐ No

Job Duties
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<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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https://admin.dc4.pageuppeople.com/v5.3/provider/manageJobs/editJob.asp?sData=UFUtVjMtT3t... 1/17/2020
Organize and coordinate environmental reviews and activities related to California Environmental Quality Act (CEQA) requirements for all capital projects.

Organize and coordinate storm water pollution prevention requirements for capital projects ensuring proper documentations while tracking requirements during and post construction

Collaborate with the Senior Inspector and Project Managers to submit plan review applications, project service requests; and monitor and track submittals for licenses, permits, renewals, and inspections requests.

Prepare/compile necessary documentation as required to present to the various campus committees and outside agencies.

Compile data and prepare submittals for all project phases to CSU for Capital Planning, Design & Construction and/or CSU Board of Trustees approval.

Assist with the preparation of the university’s five-year capital improvement program.

Obtain an in depth knowledge of FPCP’s project management systems becoming the focal point for all construction related documents and correspondences.

Maintain and updating Campus Standards for generating a consistent approach to the design and construction of capital projects.

Key participate in project meetings/phone conferences, etc keeping necessary meeting minutes and tracking action items.

Collaborate with project management staff to monitor, coordinate, follow-up, and communicate project-related activities, requirements and objectives with SBS Procurement Specialists to maintain project workflow and ensure administrative tasks are prepared and completed.

Develop, maintain and update schedules of project events, milestones, and due dates.

Coordinate project site visits and tours and ensure appropriate approvals are on file.

Review invoices and project pay applications compiling necessary information required for timely processing.

Participate in process mapping to identify and document current processes, issues/problems and improve project delivery and department business processes.

Maintain project files in accordance with required filing systems. Organize/prepare project files for archive storage and maintain recordkeeping of archived files.

Facilitate project-related reprographic request orders with service providers.

Understand, develop and refine capital projects’ processes and procedures providing uniformity among projects and project management teams.

Assist project management teams during the planning, design and construction phases of capital projects.

Update training reference sheets/materials and provide training overview to new project management staff on all department and system processes, procedures, protocols and project management administration applications.

Review, assess and document all deliverables prepared and submitted by consultants and confirm completion of deliverables.
Represent FPCP at meetings and events

Attend training and maintain skill currency as appropriate to safely and effectively complete assignments

Perform other duties and special projects as assigned