CalSAWS Job Description

PROJECT MANAGEMENT OFFICE (PMO) ANALYST

Salary Determined by Employer
RGS Salary Range:
$7,133.68 - $9,826.00 Monthly

JOB DESCRIPTION

This position reports to the PMO Manager. The PMO Analyst works within the PMO team in leading and supporting highly complex project controls and project management activities throughout the system development lifecycle (SDLC). This role will develop and implement effective project management tools and methodologies to maintain project standards, communicate project information, maintain the project library, control facility operations, facilitate deliverable review and approvals, support issue and risk management, and report project status for multiple Information Technology (IT) projects of the CalSAWS portfolio. This position requires the application of analytical skills necessary to conduct project management solutions for the business operations of 58 counties.

The position is responsible for providing full administration over the performance of the most specialized, complex and difficult work assignments which require a substantial depth of analysis as well as the use of sound professional judgment, initiative and creativity in devising and applying new research and analytical methods and techniques to address and resolve highly complex and/or contentious problems related to their assigned administrative functional area.

RESPONSIBILITIES

- Leading highly complex project tasks and contributing to project deliverables through design, development and/or review of work products and deliverables including:
    - Issue & Risk Registers;
    - Work Plans;
    - CalSAWS Information Transmittals;
    - CalSAWS Requests for Information;
    - Vendor and Consortium estimates for System Change Requests; Deliverable Tracking Logs;
    - Communication Tracking Logs;
    - Document Library;
    - M&O Processes & Procedures;
    - Project Control Documents; and
    - Staff Acquisition planning, recruiting and onboarding of resources to support the enterprise and specific projects.
- Evaluates the preparation, coordination and submission of time-sensitive, reports and statistical measures associated with the projects overseen by the project team.
- Analyzes project audit outcomes and measurement activities for the development of recommendations to enhance project performance.
- Assesses processes and programs by gathering and analyzing relevant information in order to ensure they are proceeding as planned; monitors emerging issues and concerns in order to develop timely proactive responses.
- Prepares correspondence for submission to Project and Executive Director to obtain approval for the largest and most complex service acquisitions.
- Supervises technical staff involved in identifying and resolving problems of organization, and systems and procedures.
- Maintaining and reporting on portfolio status, metrics, and calculations;

- Leading and facilitating Issue and Risk management;
- Reviewing, developing, and coordinating workplans;
- Coordinating deliverable review and approvals;
- Preparing project communications & reports;
- Developing, coordinating, implementing and maintaining project processes & procedures;
- Maintaining document library;
- Developing and maintaining templates and standards;
- Managing facility operations including project staff roll-on & roll-off;
- Managing project site security (after hours monitoring, issuing and managing badges);
- Maintaining confidential information in accordance with legal standards and regulations; and
- Communicating and conferring with executive management on matters related to the PMO.

DESIRABLE SKILLS AND CAPABILITIES

Candidates of this position should have applicable experience, skills, and capabilities to perform the following functions and activities:

- Working knowledge of public assistance programs and understanding state policy as relates to SAWS;
- Strong analytical and problem-solving skills; and
- Strong organizational and leadership abilities.

QUALIFICATIONS AND REQUIREMENTS

MINIMUM QUALIFICATIONS

TRAINING AND EXPERIENCE

A bachelor's degree from an accredited college or university and three years of experience performing analytical assignments, two years of which must have been at the level of a journey-level analyst* or higher, within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely related administrative field or equivalent experience.

-OR-

Five years of experience performing analytical assignments, two years of which must have been at the level of a journey-level analyst* or higher, within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative field or equivalent experience.

IDENTIFICATION

A valid identification is required and the ability to commute or travel when needed to carry out job-related essential functions.

PHYSICAL CLASS

2 - Light. Requires light physical effort that may include occasional light lifting to a 10-pound limit and some bending, stooping, or squatting. Considerable ambulation may be involved.

OTHER REQUIREMENTS

N/A

SPECIALTY REQUIREMENTS

N/A