

# UNIVERSITY OF SOUTHERN CALIFORNIA

## Project Analyst (ITS)

Job Code: 166953

---

OT Eligible: No

Comp Approval: 7/9/2019

---

### **JOB SUMMARY:**

Supports and coordinates Enterprise Portfolio Management Office (EPMO) operations, acting as a resource for program and project management standards, compliance, and quality assurance. Identifies and administers innovations to streamline, automate, or improve existing PMO processes and tools. Conducts and schedules various PMO training sessions to align with best-practices. Monitors the scope, budget, schedule, issues, and risks for each project. Assists with major projects by utilizing project portfolio tools, monitoring project intake, supporting process improvement, and creating EPMO status reports. Responsible for working closely with customers and project teams to schedule and prepare for project life-cycle reviews. Demonstrates ITS values in action.

### **JOB ACCOUNTABILITIES:**

#### **\*E/M/NA    % TIME**

- |      |  |
|------|--|
| ____ | Supports and coordinates Enterprise Portfolio Management Office (EPMO) operations, acting as a resource for program and project management standards, compliance, and quality assurance. Responsible for working closely with customers and project teams to schedule and prepare for project life-cycle reviews.  |
| ____ | Identifies and administers innovations to streamline, automate, or improve existing PMO processes and tools. Conducts and schedules various PMO training sessions for cross-functional project teams to align with best-practices. Supports meeting setup and scheduling, authors agendas, writes summaries and notes, and follows up on action items.   |
| ____ | Monitors the scope, budget, schedule, issues, and risks for each project, delivering value and contributing to continuous improvement. Maintains accurate tracking logs for each project, and monitors productivity, effectiveness, and varying complexities by creating project status reports. Supports the delivery of regular project updates, participating in team meetings and developing reports on progress and compliance. |
| ____ | Seeks to understand and resolve project issues in a timely fashion, supporting risk mitigation and contingency planning. Utilize proper change control processes, and appropriately escalates disruptions and dependencies to departmental leadership.   |
| ____ | Supports all projects using the project management methodology. Demonstrate proficiency in project management tools, service management frameworks, and ITS technology strategy.   |
| ____ | Responsible for working closely with customers and project teams to schedule and prepare for project life-cycle reviews. Collects and analyzes project data to identify opportunities, risks, and progress. Shares analyzed data to appropriate, relevant stakeholders.  |

Aids the cultivation of an inclusive environment and a culture of trust and transparency, sharing information broadly, openly, and deliberately. Builds and maintains collaborative relationships with diverse groups of peers, team members, and leadership. Actively embodies ITS values and behaviors (e.g., accountability, ethics, best-in-class customer service).

Collaborates with team members and management, implementing effective solutions to support the Enterprise Project Management Office's vision. Maintains currency with technology, standards, and best practices. Supports process improvement efforts within the team and across the ITS organization.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

**\*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor's degree

Combined experience/education as substitute for minimum education

**Minimum Experience:**

1 year

**Minimum Field of Expertise:**

Demonstrated analytical and critical thinking skills, with experience analyzing large datasets and creating expert status reports. Knowledge of or familiarity with project management tools, methodologies and techniques. Experience working in a project-based, technical environment, effectively coordinating and prioritizing programs. Organizational skills to balance work and resources, and the ability to develop positive working relationships and strong rapport with team members. Experience with Microsoft Office software (Excel, PowerPoint, SharePoint, MS Project, etc.).

**Preferred Education:**

Bachelor's degree

**Preferred Experience:**

4 years

**Preferred Field of Expertise:**

Bachelor's degree in business administration, computer science, information technology, or relevant field. Certified Associate in Project Management (CAPM) certification, or similar project management certifications (CAPM, Agile Scrum, Six Sigma, Business Analyst, ITIL Foundations, etc.). Experience in IT, project management, higher education, or relevant field. Knowledge of fiscal planning, business case development, and contract management. Advanced SharePoint and workflow skills. Experience with Project Portfolio Management (PPM) tools.

**Supervises: Level:**

Trains employees on specific skills and tasks as required.

**SIGNATURES:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**The University of Southern California is an Equal Opportunity Employer**