



JOB INFORMATION

<i>Job Code:</i>	166953
<i>Job Title:</i>	Project Analyst (ITS)
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Trains employees on specific skills and tasks as required.
<i>Job Family:</i>	Technical Project Management
<i>Job Family Group:</i>	Information Technology
<i>Management Level:</i>	7 Individual Contributor

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 QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Bachelor's degree	Business Administration	Or
	X	Bachelor's degree	Computer Science	Or
	X	Bachelor's degree	in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		1 year		
	X	4 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated analytical and critical thinking skills, with experience analyzing large datasets and creating expert status reports.
X		Knowledge of or familiarity with project management tools, methodologies and techniques.
X		Experience working in a project-based, technical environment, effectively coordinating and prioritizing programs.
X		Organizational skills to balance work and resources, and the ability to develop positive working relationships and strong rapport with team members.
X		Experience with Microsoft Office software (Excel, PowerPoint, SharePoint, MS Project, etc.).
	X	Experience in IT, project management, higher education, or relevant field.
	X	Knowledge of fiscal planning, business case development, and contract management.
	X	Advanced SharePoint and workflow skills.
	X	Experience with Project Portfolio Management (PPM) tools.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certified Associate in Project Management (CAPM)
	X		Agile and Scrum certification.
	X		Six Sigma certification.
	X		Business Analyst certification.
	X		ITIL certifications.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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 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).				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.