

JOB DESCRIPTION

Job Title: Senior Management Analyst
Working Title: Senior Management Analyst, Project Controls
FLSA Status: Exempt
Salary Grade: 8

PURPOSE OF POSITION

The Senior Management Analyst, Project Controls, will implement the tools and systems necessary to effectively and proactively control and report on construction and engineering Capital and State of Good Repair projects to ensure the team makes progress and meets goals.

DISTINGUISHING CHARACTERISTICS

This is the senior level of the Management Analyst series. At this level, work may be performed under limited supervision or under limited direction. Incumbent possesses considerable latitude to accomplish tasks, which may include lead worker or supervisor duties.

SUPERVISION EXERCISED AND RECEIVED

- Receive general oversight from assigned Departmental Management.
- This position has no formal supervisory responsibilities; may lead the work of lower-level staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Set project controls guidelines and responsibilities by implementing tools and systems necessary to effectively manage, control and report on cashflow, cost, commitments, forecast and schedule for projects.
- Establish a standard project management methodology to help reduce costs and improve timeliness, implementing standards and best practices.
- Provide guidance to operations/project management teams to recognize emerging issues, identify lessons learned and drive process adoption to ensure accuracy of key project metrics and best practices.
- Compile, monitor and report on project financial data, including but not limited to, planned spend, actual spend, estimate to complete, budget trends, project costs, commitments, etc.
- Conducts detailed review and analysis of project performance control and reporting to understand and articulate key metrics and trends.
- Ensure management is provided with timeline review and progress of all projects and activity including completion of monthly project status report and forecasting reporting and endorse suggested corrective actions to maintain the project within planned cost and schedule.
- Ensures that tracking and forecasting, progress monitoring, cost reporting meet specific project requirements.
- Ensures the preparation and updating of project cash flows and forecasting as required throughout the project life cycle.
- Establish, manage, and maintain project schedule development and review and update processes to ensure accuracy and alignment with the master schedule.



- Collaborate with program/project managers to coordinate and manage cost and scheduling activities for major capital projects, including the accurate forecasting and reporting of project costs.
- Contribute to risk mitigation plan; collaborate on risk identification and assessment activities.
- Prepare project delivery reviews for specifically identified projects and provide reports to division management on milestone achievement, issues, risks, and corrective action.
- Identify and propose more cost-effective methods/strategies for accomplishing project objectives.
- Supports project change management, including subcontractor claims, change requests, claims and dispute resolution.
- Create tools and templates to aid project managers in effective and efficient management of projects and programs.
- Lead the development and presentation of project management training programs, including courses to emphasize and reinforce best practices for project charter development, scheduling, cost forecasting, risk management, and project closeouts.
- Review project authorizations, including contract task orders, work orders and job order contracts, to ensure compliance with contract, federal/state requirements: provide project cost coding, including accurate cost coding.
- Report to executive leadership team on project status and issues relevant to changes in scope, schedule, trends, and costs.
- Create project performance indicators and track month-to-month performance changes.
- Serve as a liaison on contract specifications such as scope, cost and schedule information and assist with contract bid evaluations.
- Provide interface support and respond to requests for project information from various internal departments and external agencies.
- Serve as focal point for providing project feedback into project cost and schedule databases.
- Manage the progress of professional service and construction contracts to ensure compliance by consultants and others who may be responsible for the delivery of the services of those contracts.
- Assist in the development, administration, and training of internal PMO Standard Operating Practices.
- Prepare studies, research, and analyses of special ad-hoc reports.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree in Engineering, Business Administration, Project Management or a related field.
- A minimum of seven (7) years of work experience performing similar duties in a construction or project management field.
- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills, and abilities, may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.



Preferred Qualifications

- Project Management Professional (PMP) or equivalent certification.
- Experience with applicable systems, software, and tools used for estimating, scheduling or controls such as Primavera P6 and Microsoft scheduling tools.

Knowledge, Skills, and Abilities

Knowledge of:

- Project management best practices, project delivery standards, processes and templates
- Contract administration related to construction projects in a public agency environment
- State and federal grant and contract regulations and requirements by public agencies
- Strong analytical skills required to review all project controls information and ensure accuracy as well as identify issues, concerns, and potential mitigations

Skilled in:

- Microsoft Office Suite, including advanced skills in Microsoft Excel
- Scheduling software, Primavera P6 and Microsoft scheduling tools
- Use of budgeting software (e.g. Oracle)
- Strong and effective organization, analytics, and time management
- Strong communication skills, both verbal and written
- Cost control including project estimating, forecasting and Earn Value management

Ability to:

- Think critically in complex situations and synthesize ambiguous data
- Multi-task in a high paced environment
- Analyze financial data, cost reports, design and construction cost estimates and trend data
- Communicate a variety of complex information to different levels of management
- Influence key decision makers, peer groups, and functions outside direct control
- Keep multiple contracts on schedule, within budget and in compliance with contract specification
- Balance multiple initiatives simultaneously, driving initiatives through to completion while continuing to meet deadlines in a fast-paced work environment with frequently changing priorities.

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

Working Conditions



Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Updated: January 2026

