



Analyst, Project Management (PMO)

Job Description

JOB INFORMATION

Job Code:	129601
Job Title:	Analyst, Project Management (PMO)
FLSA Status:	Exempt
Supervisory:	
Job Family:	Project Management
Job Family Group:	Administrative Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Assists senior leadership in planning, managing, and evaluating projects and other strategic initiatives. Serves as a critical liaison to relevant stakeholders to ensure projects are running efficiently and smoothly. Identifies and documents risks or roadblocks to mitigate project disruptions.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	in project management, business administration or other relevant fields.
	X	5 years	in complex, long term, end-to-end project management.

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		Experience developing status reports, producing project plans and schedules, and managing project budgets.
X		Ability to prioritize competing assignments and work under pressure with tight deadlines and frequent interruptions.
X		Excellent written and oral communications skills, able to provide concise information and guidance as needed with attention to detail.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Strong organizational and analytical skills, able to think strategically and creatively.
X		Demonstrated sound judgment, able to work independently and proactively and make decisions with minimal supervision.
X		Ability to exercise discretion with confidential information.
X		Proficiency with Microsoft Office (e.g., MS Project, Visio).
	X	Experience preparing and maintaining program transactions, records, statistical data, reports and other documents.
	X	Ability to provide input on developing and evaluating program policies and procedures.
	X	Experience communicating with project sponsors, senior management, functional managers and/or consultants.
	X	Experience in higher education.
	X	Excellent interpersonal skills, emotional intelligence and relationship-building abilities.
	X	Experience with project portfolio management tools.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Partners with project management team members and relevant stakeholders to develop program requirements and project plans. Collects data and tracks progress and metrics across projects to identify trends. Assists in preparing teams for lifecycle reviews and external audits.				
Develops project management materials, tools and templates to support project managers. Collects and analyzes project data to identify overall program trends and forecast future dependencies and risks. Advises project staff and communicates analyses to appropriate stakeholders.				
Assists with the delivery of regular updates by participating in project team meetings and creating reports. Escalates risks and issues following proper change control processes. Assists with appropriate organizational change management strategies for project/program initiatives. Monitors and reports regularly on change efforts and progress. Maintains open lines of communication with project, organizational and university stakeholders.				
Maintains currency with relevant technology, standards and best practices. Identifies and implements innovations to streamline, automate or improve existing program management processes.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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/
Campus Security Authority (CSA)			Essential:
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/			

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.