UNIVERSITY OF SOUTHERN CALIFORNIA

Document and Project Controls Manager

Job Code: 181495

Grade: 00
OT Eligible: No
Comp Approval: 4/9/2014

JOB SUMMARY:

Oversees all aspects of construction project change control, project management information system (PMIS) and document control and records management activities for Capital Construction Development. Develops and streamlines process work flows, policies and procedures and identifying control points between the PMIS and financial systems. Trains users in proper use of the PMIS. Supervises project management information system and document control staff, as assigned.

JOB ACCOUNTABILITIES:

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- Oversees all aspects of construction project change control, project management information system (PMIS) and document control and records management activities. Develops and streamlines process work flows, policies and procedures and identifying control points between the PMIS and financial systems.
- Enhances and further develops the PMIS components and modules, streamlining procedures, creating, revising and implementing standard computerized project tracking and status reporting systems. Tests integrations and work flow processes from user perspective.
- Trains users in the proper use of the PMIS system for project management and document control, work flows, and in the new integrated processes for cost control and forecasting. Creates user work instructions and cheat sheets for the PMIS.
- Supervises subordinate staff and student workers as assigned. Recruits, screens, hires and trains staff. Evaluates employees and provides guidance and feedback to assigned staff and student workers. Counsels, disciplines and/or terminates employees as required.
- Schedules, assigns, and prioritizes workloads on a daily basis. Sets appropriate goals and deadlines. Ensures timely completion of unit’s work. Assigns and monitors progress on work assignments and special projects.
- Administers the PMIS with respect to project, user, university contact, security set up, custom fields, work flow, forms and reports.
- Develops and implements document control and record management plans and procedures for Capital Construction Development, including document imaging, indexing and retrieval systems. Directs staff in developing and implementing document identification, coding and filing systems.
- Implements project control concepts with multiple new and active projects. Develops, reviews, analyzes and monitors actual project performance related to change control and cost activities. Develops and modifies reports and forms.
_E_  ______ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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:**

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<td><strong>Yes</strong></td>
<td>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.</td>
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**JOB QUALIFICATIONS:**

- **Minimum Education:**
  - Bachelor's degree
  - Combined experience/education as substitute for minimum education

- **Minimum Experience:**
  - 7 years

- **Minimum Field of Expertise:**
  - Experience on construction projects using a project management information system (PMIS), particularly as applied to contract change control and document management. Minimum 5 years of experience managing a PMIS system that has been integrated with a financial system on a large scale construction program. Minimum 3 years of experience supervising project support staff.
  
  Knowledge of construction organization, terminology, financial structure, and work flows. Knowledge of construction contract change documents and procedures. Experience in writing PMIS work instructions and cheat sheets and training project management personnel at various levels on a project team. Experience in providing single project and multi-project reports from PMIS system for use in overseeing and managing projects as well as for providing KPIs on projects. Experience in design and implementation of automated document imaging systems.

- **Preferred Education:**
  - Bachelor's degree

- **Preferred Field of Expertise:**
  - Bachelor’s degree in Construction Management or related field.

- **Skills:** Other:
Analysis
Assessment/evaluation
Coaching
Communication -- written and oral skills
Conflict resolution
Counseling
Customer service
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Networking
Organization
Planning
Problem identification and resolution
Project management
Research
Scheduling
Staff development
Teaching/training

Skilled in:
Change management
Project management tools and techniques
Technical documentation

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Personal mobile communication devices
Photocopier
Scanners

Supervises: Level:
Supervises employees and/or student workers.

Supervises: Nature of Work:
Administrative
Clerical/Secretarial
Technical
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.

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