

Job Title	Project Control Analyst
Reports to	Program Manager
Location	Orland, CA / Alameda, OH

About Us & This Opportunity

TSI is an award-winning management systems engineering company. Connect with our history, culture, values and talents at www.transformation-systems.com. With talented people at all levels, ready and able to jump in to make a difference, TSI helps to move organization performance forward. TSI is uniquely qualified to facilitate and support strategic and tactical performance improvement systems within complex organizations. This **Mid** level opportunity belongs to someone who wants to be a part of a team making a difference in how our **Key Organizations** work. There are opportunities based out of TSI's Orland, CA office and our east coast office in the Washington, D.C. area.

Duties and Responsibilities

As an integral part of improving the performance and culture of the Key, this position will support the Program Manager by ensuring all contractual requirements are met and customer expectations are exceeded as we execute a program of training, facilities, mentoring, and coaching. Primary responsibilities include:

- Design project plans including major tasks, milestones, required resources, and budget.
- Provide recommendations to Program Manager regarding schedules, prioritization, and resource allocation.
- Ensure the accurate completion and timely submission of all contract deliverables.
- Work with leadership to develop Statements of Work (SOWs), Work Breakdown Structures (WBS), project schedules (MS), budgets, and forecasting models.
- Identify and track project risks. Develop mitigation recommendations and provide findings to leadership.
- Maintain regular communication with the team to ensure appropriate steps are taken to resolve issues which may impact program or compromise project objectives.
- Interpret and administer policies, processes, and procedures that impact the project. Ensure compliance with all contract requirements.
- Effectively communicate project status with Executive Leadership, TSI Program Manager, and Government Contracting Office.

Qualifications

Required:

- Bachelor's degree in Business, Finance, Cost Accounting, or a related field
- Experience building SOW (SOW)/WBS including the gathering and reporting of data, establishment and maintenance of the schedules, analysis of risks, and presentation of findings to leadership.
- Experience building cost estimates, project budgets, and forecasting models.
- Practical understanding of the Labor Trustee Regulations (LTR)
- Acute attention to detail specifically regarding the quality and accuracy of financial and scheduling data.
- (MBA Level I) Program Management certification (or equivalent training)
- 5+ years of demonstrated SOW project management experience.
- Microsoft Excel expert and advanced proficiency with Microsoft Project