

Job title	<i>Project Control Analyst</i>
Reports to	<i>Program Manager</i>
Location	<i>Oxnard, CA / Alexandria, VA</i>

About Us & This Opportunity

TSI is an award winning management systems engineering company. Connect with our history, culture, values and talents at www.transformationsystems.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 well **Navy Organizations** work. There are opportunities based out of TSI's Oxnard, CA office and our east coast offices in the Washington, D.C. area.

Duties and Responsibilities

Be an integral part of improving the performance and culture of the Navy. 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, facilitation, 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 (IMS), budgets, and forecasting models.
- Identify and track project risks. Develop mitigation recommendations and present findings to Leadership.
- Maintain regular communication with the team to ensure appropriate steps are taken to resolve issues which may impede progress 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 Officer.

Qualifications

Required:

- Bachelor's degree in Business, Finance, Govt. Contracting, or a related field
- Experience building IMP/IMS/WBS including the gathering and inputting 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 Joint Travel Regulations (JTR)
- Acute attention to detail specifically regarding the quality and accuracy of financial and scheduling data.
- DAWIA Level I Program Management certification (or equivalent training)
- 3+ years of Demonstrated DoD project management experience.
- Microsoft Excel expert and advanced proficiency with Microsoft Project

- Must be a great writer and able to present complex information in an easy to understand format.

Preferred:

- Master's Degree in Business, Finance, Govt. Contracting, or a related field
- Project Management Professional (PMP) Certification
- Experience supporting NSWC Port Hueneme
- Familiarity with human capital management programs, policies, and regulations in the defense sector is a plus.
- Former Military Officer or civil servant with 2-5 years of project management experience.
- Experience with Microsoft Access is a plus.

Work Setting

TSI offers an industry leading benefits program including health, disability, life, and company match 401k as well as flexible work schedules including telework options and an outstanding company culture recognized by the Washington Business Journal as a Great Place to Work. For more information, visit <http://transformationsystems.com/about/work-with-us/>. Interested candidates should send a resume to jobs@transformationsystems.com. Please reference **Project Control Analyst** in the subject line.

Transformation Systems, Inc.

Founded by leadership author and executive consultant Dr. Marta C. Wilson, Transformation Systems Inc. (TSI) is a management systems engineering company that helps military and civilian leaders within the defense community achieve their extremely challenging goals in ways that are most efficient, effective and responsive. TSI provides enterprise transformation solutions, applying industrial and systems engineering principles and practices to the realm of organization design. Our team is comprised of highly motivated and insightful experts in the fields of engineering, psychology, math, science, business and evaluation. We are thought leaders with a passion to make a difference. Transformation Systems, Incorporated is an Equal Employment Opportunity employer.
