



## Job Profile - Project Management Analyst

<b>Job Family:</b> Project Management Analyst <b>Function:</b> Cross-functional <b>Reports to (title):</b> varies	<b>Last Updated:</b> August 19, 2009
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<b>Job Summary</b>	Using project management tools, performs all or some aspects of project support, including developing and analyzing project schedules, project documentation, budget planning and financial analysis, developing and monitoring project controls, and develop reports and metrics for project manager and team members. Serves as a key contact for project team members. May train project team members on project management tools, procedures and best practices.  All employees are responsible for performing their jobs in accordance with PG&E's vision and values.		
<b>Major Responsibilities</b>	Project Plan Development and Analysis – Lead team or assist project manager in developing project plans including schedule, budget, cash flow/forecast, assumptions, and key risks. Based on cost and schedule plan, determine if project objectives are achievable. Conduct status meetings, collect progress data and revise project plan as needed. Project Execution and Control – Develop, maintain and control project schedule plans. Develop cash flow/forecast plan. Identify schedule and cost variances and recommend corrective action. Perform and report on cost schedule and risk analysis. Regularly communicate status to project manager, team and other stakeholders. Project Documentation – Maintain written and electronic project documentation and records for all aspects of project Project Close – Take action to promptly close out the project. Resolve all open items including archiving information and develop and complete a post project critique. Process/Business Improvement – Evaluate if project goals were/were not attained, provide recommendations for process or business improvements, review and close out of project file. Work with responsible parties to implement improvements.		
<b>Job Title</b>	<b>Project Management Analyst, Associate</b>	<b>Project Management Analyst</b>	<b>Project Management Analyst, Senior</b>
<b>Position Title</b>	Project Management Analyst, Associate	Project Management Analyst	Project Management Analyst, Senior
<b>PGE Job Level</b>	Associate	Career	Senior
<b>SAP Job Code</b>	50071584	50011120	50011130
<b>Distinguishing Characteristics</b>	<ul style="list-style-type: none"> <li>Works on recurring or routine projects or assists on more complex projects</li> <li>Focus is to develop project management analysis skills</li> <li>Receives detailed instructions. Work is regularly reviewed. With experience becomes more independent.</li> </ul>	<ul style="list-style-type: none"> <li>Works on projects of moderate scope and complexity</li> <li>Applies standard project management analysis</li> <li>Receives general guidance on new assignments Work progress is reviewed periodically and upon completion.</li> </ul>	<ul style="list-style-type: none"> <li>Works on complex projects</li> <li>Applies and adapts project management analysis techniques</li> <li>May guide the work of less experienced PMAs</li> <li>Works independently; receives limited guidance; works is reviewed upon completion.</li> </ul>
<b>Supervisory Responsibility</b>	No supervisory responsibility	No supervisory responsibility	No supervisory responsibility
<b>Education</b>	<ul style="list-style-type: none"> <li>BA/BS in finance, business, economics or related field or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>BA/BS in finance, business, economics or related field or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>BA/BS in finance, business, economics or related field or equivalent experience</li> </ul>
<b>License/Certification</b>	May require valid CA driver's license	May require valid CA driver's license	CAPM certification desired. May require valid CA driver's license
<b>Experience</b>	None	Required: 3 years related experience Desired: 5 years related experience	Required: 6 years related experience Desired: 8 years related experience

**Note:** This document is meant to describe the general nature and level of work being performed; it is not intended to be an exhaustive list of all responsibilities, duties, and skills required for the position.



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<b>Knowledge, Skills, and Abilities</b>	<ul style="list-style-type: none"><li>• Business computer skills such as Excel and Word</li><li>• Knowledge of budgeting or accounting</li></ul>	In addition to those for Associate, Career requires: <ul style="list-style-type: none"><li>• Risk management experience</li><li>• Ability to work in a matrix environment</li></ul>	In addition to those for Career, Senior requires:
<b>Working Conditions</b>	Incumbents work in an office environment and travel to project/construction sites as needed. Less than 10% travel may be required.		
<b>Supplemental Information</b>	NA		



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Technical Competencies	Technical Competency Descriptions	Proficiency Level*		
		Associate	Career	Senior
Data Management	Gathers, groups, classifies, or arranges written information or data in some meaningful order or form (e.g., reports, charts, graphs); data management includes determining what data to gather; and accurately maintaining data files.	Novice	Proficient	Advanced
Information Analysis	Breaks down information into components, identifies underlying principles or facts, and recognizes interrelationships; shows insight into the root-causes of problems or issues.	Novice	Proficient	Advanced
Metrics Reporting	Coordinates metrics reporting and ensures metrics with the associated analytics supporting the metrics are completed in a timely and accurate manner.	Novice	Proficient	Advanced
Project Funding Analysis	Analyzes budget components to ensure funding level is appropriate based on key goals, objectives, implementation methodology, and performance metrics. Establishes forecast assumptions and provides analysis of long-term forecast and other input data. Accurately constructs and interprets graphical presentations of quantitative information such as charts, tables, and graphs.	Novice	Proficient	Advanced
Record Keeping & Archiving	Completes documentation within established time frames; is accountable for sharing and publishing of information according to company policies and practices. Tracks results to ensure quality work is being performed, rework is completed in a timely manner, and version control is maintained.	Novice	Proficient	Advanced
Quality Assurance	Diligently attends to details and quality; shows a high level of care and thoroughness in handling the details of the job; maintains focus and quality under distracting working conditions and high workload.	Novice	Proficient	Advanced
Written Communication	Demonstrates skill in communicating information and ideas in writing so others will understand. Proofread work for correct style, format, spelling and punctuation.	Novice	Proficient	Advanced
Project Management Tools	Understands and uses the hard tools (e.g. project management software) and soft tools (e.g. how to facilitate startup meetings) to manage project activities. Specific applications may include: Microsoft Word, Excel, Access, Project, PowerPoint. HP Project and Portfolio Management Center – Issue Management, Risk Management, Scope Management. SAP BW and certain SAP Roles.	Novice	Proficient	Master
Coordinating & Scheduling	Effectively coordinates activities, services, and schedules to ensure smooth and efficient operation of work.	Novice	Proficient	Advanced
Resource-fulness	Finds ways to get the job done even when normal channels, materials, and methods don't work. Troubleshoots problems and is able to identify and engage needed resources to remedy problems.	Novice	Proficient	Advanced
Workload/ Time Management	Organizes multiple assignments, sometimes of a complex nature or involving competing priorities, to produce work products that are accurate, thorough, and on time.	Novice	Proficient	Advanced

### \*Proficiency Levels

**Novice:** Demonstrates general understanding of knowledge, principles, and/or applications of the area; is able to complete routine assigned tasks with minimal guidance or supervision.

**Proficient:** Demonstrates solid understanding of knowledge, principles, and/or applications of the area; is able to complete moderately complex projects, with minimal guidance and supervision.

**Advanced:** Demonstrates advanced understanding of knowledge, principles, and/or applications of the area; is able to understand complex ideas and make recommendations in this area. May guide efforts of others on the team.

**Master:** Demonstrates mastery of knowledge, principles, and/or applications of the area; is able to lead and direct others in this area.

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