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Revised: 08/07/14
Position Class: 31090
Sal Schedule: 7
EEO/AA Code: H30/3B
FLSA: exempt

PROJECT ANALYST (FACILITIES SERVICES)

JOB DESCRIPTION

Job Summary: Under general direction, provides division-wide support with special benchmarking, sustainability and operational projects that require data collection and analysis, information or departmental functions; works collaboratively with departments to evaluate and assess the operational and business processes, identify options and propose practical and sustainable solutions; prepares and submits summary and final reports for management review; serves as the liaison with Sightlines regarding Facilities-related data.

CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES

May include any and/or all of the following:

1. Researches, coordinates and analyzes data and information for benchmarking, sustainability and operational project-related functions utilizing Banner financial and personnel data, facility data, FAMIS data, environmental-related data sources and other information obtained relative to the project; coordinates with departmental end users to review the reliability of data, the economic, social, and environmental components and obtain their feedback and assessment; provides periodic reports on the progress of the current projects.
2. Collects, organizes, and submits analyses of data for the Facilities Services dashboard, STARS (Sustainability Tracking Assessment Rating System), Sightlines, APPA FPI (Facilities Performance Indicators) surveys and facilitates reporting processes for submittal with other partner organizations; coordinates division vehicle processes, maintains cleanable square footage, coordinating/writing of annual division report on Facilities Services, assists with other reporting processes, provides updated content for website, serves as Sightlines liaison, coordinates and develops staffing plans, manages the FS T drive and assists with new projects and initiatives.
3. Assists staff with the preparation of report writing and business plans that provide data for decision making and justification for various initiatives related to sustainability and Facilities Services functions.
4. Identifies and develops sustainability and Facilities Services-related initiatives that will enhance operational efforts; serves as the resource person with the appropriate management and staff; discusses options and recommendations with the departmental end user and managers and identify a plan for implementation; updates related policies and procedures as necessary and provide training to ensure a successful transition.
5. May serve as a member of the emergency essential personnel staff and report to work during a closing to assist in carrying out the services of the University; performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Knowledge and understanding of sustainability and green activities, initiatives and efforts

Knowledge of various departmental policies and procedures

Analytical skills

Organizational skills

Verbal and written communication skills

Research and data management skills

Ability to prepare business plans and reports

MINIMUM QUALIFICATIONS

Education and experience equivalent to:

Bachelor's degree; supplemented with one (1) year of related experience.