



UNIVERSITY OF CALIFORNIA, BERKELEY

FACILITIES SERVICES Capital Projects

Job Announcement

Job Title: Construction Analyst

Salary: Commensurate with experience

Hours: 40 hrs. Monday – Friday

Requisition #:10212

Appt Type: Regular (Full – time)

Job Closes: Open until filled.

Job Description:

The University of California, Berkeley, is the pre-eminent public university in the country. We are also one of the leading employers in the San Francisco Bay Area.

Capital Projects is seeking a Financial Analyst who will be involved in developing, interpreting and implementing financial concepts for financial planning, resource planning (dollars), and control of construction project budgets. The analyst may also analyze and prepare recommendations for financial plans, including annual resource allocations, future requirements, and operating forecasts.

Responsibilities:

- Supports and assists project managers on large projects, from the planning and design phase, through the close out process, including, but not limited, to the following:
 - Maintains project documentation and logs.

- Coordinates processes and monitors issuance of Brief Form Construction and Executive Design Professional contracts. Reviews contract documents and change orders.
- Works on assignments with the project team managing the \$20 million Interbuilding Campus Communication System (ICCS) program which provides the physical infrastructure to support all campus data communications and upgrade a series of building improvements and exterior vaults to safeguard the network.
- Reviews project progress and assists with inspection
- Performs drawing reviews and submittals, tracking of contractor and subcontractor manpower; coordinate with partner organizations within the campus to facilitate work orders, i.e., Physical Plant, CNS, User Groups, EH&S, Parking and Transportation.
- Applies professional concepts to perform basic financial or resource analysis to understand past performance and determine present and future performance and/or resource allocations.
- Under general supervision, provides analytical support for simple to moderate budget, financial or resource analysis projects.
- Receives detailed instructions for special projects designated by the Assistant Directors.
- Implements project budget allocations and maintains project chart of accounts, and related business processes.
- Gathers and analyzes financial and/or resource data; prepares and summarizes information and/or recommendations.
- Prepares basic financial and resource reports and/or analysis for internal constituents.
- Summarizes construction project financials with notes and analysis with recommendations in reports. Examples include periodic financial reports, staff/faculty salary budgets, contracts, grants, gifts, endowments, or user fees.
 - **NOTE:** Financial and/or resource analysis could include budgetary analysis, financial analysis, forecasts, projections, staff or faculty salary or FTE analysis, student enrollment analysis, recharge or general rate analysis (parking rates, copier rates, capital project rates, student health charges) student fees (self-supporting programs, professional school fees, course material fees, et cetera) contracts and grants analysis, endowment income, fungibility of funds, working capital, depreciation, new building funds, et cetera.

Requirements and Qualifications:

- Has some knowledge of finance policies, practices and systems.
- Has ability to gather, organize, and perform basic financial analysis assignments.
- Requires ability to present information in a clear and concise manner both in writing and verbally.
- Must be proficient in use of Microsoft Office and common desktop/web applications. This includes thorough knowledge of Microsoft Excel and preparing complex spreadsheets.
- Working knowledge of the construction industry, including contracts, general conditions and terminology.

Education/Training:

- Bachelor's degree in related area and/or equivalent experience/training.

This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

The University of California Regents has approved a plan to enact system-wide furloughs and other cost reduction measures due to the state budget crisis. This position may be subject to any cost cutting measures implemented at UC Berkeley.

Apply to: <http://jobs.berkeley.edu/>. Please refer to requisition #10212 when applying. For questions about this position you can also call Antoinette Conteh, Human Resource Specialist at 510-642-7631.