



## Project Control Specialist

**HOT**

<b>Job ID</b>	EC-NA192PC	<b>Job type</b>	Full-time Regular
<b>Work country</b>	USA	<b>Position type</b>	Professional
<b>Work city</b>	Washington DC	<b>Posted</b>	14-JAN 2019
<b>Travel</b>	Occasional	<b>Job area</b>	Consulting & Services
<b>Business group</b>	DOE NNSA Support Services	<b>Job category</b>	Project Control
<b>Business unit</b>	DC	<b>Job role</b>	Project Control
		<b>Job role skillset</b>	Government Sector

### Job description

Under general direction and federal oversight assists the Department of Energy (DOE), National Nuclear Security Administration (NNSA), Defense Programs, NA-10, Office of Major Modernization Programs, NA-19, Program Executive Office for Strategic Materials, NA-192, Uranium Program Office (NA-192.1) assigned federal task manager. The Project Control Specialist is accountable to support the building and maintenance of an integrated master schedule encompassing the portfolio of existing and future projects managed by NA-192.1 organization. The individual will serve as the primary interface between the FPM and, as directed, with the NPO, M&O (CNS) and NA-192.1.

Project Controls compiles and analyzes the data from the clients. Prepares monthly, quarterly, bi-annual, annual, and as needed reports to support the program and program operations. Works with the FPM to identify and additional data products. Works with the FPM to provide feedback of data quality and errors to be fixed during the next submittal cycle. A key element will be to develop and maintain an NNSA integrated master schedule (NIMS) for the Uranium Program Office (UPO) from individual project summary and detailed schedules. The Project Controls expert will be responsible for planning, monitoring and reporting on large nuclear weapons refurbishment programs. This position requires advanced knowledge in the field of nuclear weaponry, and Primavera/P6 expertise.

The individual must be self-starting, possess an ability to work in a highly dynamic environment, and have an ability to interface with a broad range of federal and military senior staff and leadership. The work performed is extensive in scope and requires an experienced individual with demonstrated project controls expertise, self-starting, ability to work in a highly dynamic environment, and interface with broad range of federal and military senior staff and leadership. This is a full-time contractor-support position located on-site at the DOE/NNSA offices in Washington, DC.

### REQUIRED CLEARANCE:

**Active DOE Q and/or DoD TS clearance REQUIRED!**

### REQUIRED - DESIRED EDUCATION, EXPERIENCE, and SKILLS:

- Minimum of BA/BS, MBA or Master's degree in a related field desired.
- Minimum of 5 years of related project controls experience required.
- Demonstrated expertise with Primavera/P6.
- PMP requirement.
- Staff experience in military, government or corporate enterprise required.
- Proficiency in the Microsoft Office suite with particular emphasis on word processing, presentation, and spreadsheet applications (MS Word, MS PowerPoint and MS Excel) required and proficiency may be tested.
- Nuclear weapons experience desired.
- Interagency experience desired.
- Excellent written and verbal communication skills with demonstrated experience in developing briefings for senior and executive management.
- All candidates must be able and willing to travel based on assigned project demand. Travel requirements ESTIMATED 10-15%.

### PRIMARY DUTIES AND RESPONSIBILITIES:

Job responsibilities include but are not limited to providing support for the following:

- Developing and maintaining project management policies and procedures.
- Developing and maintaining a positive relationship with client scheduling staff.
- Coordinating, scheduling, analyzing client summary schedules and detailed schedules.
- Comparing and evaluating possible courses of conduct with respect to scheduling and making scheduling decisions after considering the relevant possibilities.
- Completing system analysis, reviewing cost controls, planning and managing baseline data.
- Using Earned Value Management System (EVMS) principles, terms, and concepts to evaluate client contractor progress.
- Administering and managing the training of other staff members on tools, techniques, and procedures required to maintain a rigorous Project Controls system that is legally and regulatory compliant.
- Exercising independent judgment to perform as a role model for the team, being self-motivated professional, demonstrating good interpersonal and communications skills, and passing on the working details of the Nuclear Security Enterprise.



- Researching relevant materials to maintain knowledge of Earned Value Standards – EVMS.
- Working as part of the Team to produce regular reports and surge/special products that clearly and accurately represent the status of the individual projects and the UPO.
- Work in classified environments to analyze sensitive schedule and program data; work with derivative classifiers to extract appropriate elements for integration into unclassified integrated master schedules and other products.
- Provides detailed analysis and reporting of project status within an established system of project controls.
- Teams with technical staff and project leads and managers to make recommendations to influence key decision makers within the scope of project controls.
- Researches, assembles, and evaluates project information or data and recommends sound, practical solutions to project related issues.
- Analyzes, compiles, and presents project specific data from a variety of sources to meet on-demand needs.
- Analyzes, prepares, validates, and maintains cost estimates, detailed baseline budgets, work package agreements, change requests, and monthly cost variance reports.
- Provides information management, access controls management, configuration management, program integration and communications, and risk management.
- Assists with customer interactions, including arranging and documenting periodic reviews and tracking project management deliverables and presenting project management status to external or internal customers.
- Facilitates internal team communications and meetings.
- **Analysis of Accounting and Program Budgeting.**
  - Coordination with the Project Engineers, M&Os, and DP budgeting system.
  - Provides analysis trending/reporting in support of communicating the financial health of the program.
  - Management of the programs travel budget
  - Provide necessary inputs to all program reports
- **Integrated Master Scheduling**
  - Integration and analysis of the individual project schedules
  - Assemble and analyze the NIMS.
  - Providing schedule health assessments as well as critical path analysis for the components and systems to support the Program Engineers as well as the FPM.
  - Provide necessary inputs to all program reports.
- **Risk & Issues Management**
  - Completes basic QA of individual project inputs.
  - Interfaces with project risk staff to improve risk & issue documentation.
  - Prepares materials for program level risk reviews, reports, and program meetings.
  - Provide necessary inputs to all program reports.
- **EV data analysis**
  - Compile and assemble EV data and reports from projects in support of the UPO.
  - Analyzes EV trends, forecasts, and areas needed for further analysis and attention needed by the Federal Program and Engineers and FPM.
  - Consolidate and provide the monthly/quarterly/annual and ad hoc reporting utilizing NIMS data.
  - Provide necessary inputs to all program reports.
  - Provisioning Management.
  - Coordinate with the projects and Federal Program Engineers to ensure the health of hardware to support the production needs of the program.
  - Schedule and conduct regular provisioning meetings across all sites.
  - Ensure all provisioning documentation is up to date and accurate with results from the provisioning meetings.
  - Provide necessary inputs to all program reports.

#### **Additional information**

To be an official applicant to ESPHERA CONCEPTS, you must submit a resume and online application. Resumes submitted remain active for six months.

Candidates for positions that require a Security Clearance as noted in the requirements section of the opportunity posting will be subject to pre-employment eligibility screening to include background checks and drug screening.

Contact ESPHERA CONCEPTS opportunities link for career insights, news and latest job opportunities. To all recruitment agencies: ESPHERA CONCEPTS only accepts resumes from agencies on our Approved Agency List. Please do not forward resumes to our applicant tracking system, ESPHERA CONCEPTS employees, or send to any ESPHERA CONCEPTS company location. ESPHERA CONCEPTS is not responsible for any fees related to unsolicited resumes.

ESPHERA CONCEPTS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. ESPHERA CONCEPTS is also committed to compliance with all fair employment practices regarding citizenship and immigration status.