

Articles from our quarterly newsletter

# CosTrackConnection

A publication of CosTrack Project Controls



## Defining a CosTrack Senior Cost Analyst

There are a few avenues to achieve the designation of a CosTrack Senior Cost Analyst (SCA). One can gain the skills necessary to advance to the level of an SCA by putting in years of service within the controls industry, being involved in a number of high dollar/high man-hour projects, or lastly, by matching the client needs with the appropriate billing rate. The most common means to receive this classification with the company is to put in years of experience on multiple job sites, with differing clients, working a variety of projects. There are many opportunities within the refining and manufacturing industries to get exposure to controls processes and the variety of client planning, tracking and accounting systems. Experience can be gained with repetitive projects spread across years or through involvement with large scale, complex projects. Less common, though appropriate to the industry, is to provide competent staffing to a client who is looking to fill a niche. Often times there is a role to be filled, a responsible task that needs to be accomplished, and the classification and associated pay scale are proportional to the level of responsibility and production expected.

As an SCA with CosTrack there is an expectation of greater knowledge of the functions of our company, the CosTracker Software and having a working relationship with our clients. As the CosTracker Software is an integral part of our business, there is depth of understanding and functionality that must be employed to accomplish many of the work requirements. It is expected an SCA will understand all of the data input functions inherent to a Cost Analyst. They should also understand the multiple levels of coding structure that affect classifications, work orders, purchase orders and the work or cost breakdown structures. It is common to receive requests for differing perspectives of the related project data from our clients. An SCA will need to have the ability to quickly assess and adjust to the varied client needs.

An SCA will often be working as the highest representative of the company on many job sites; often as the only representative of CosTrack. For this reason they will need to be able to handle the multiple functions of our business occurring on the job site. One must be familiar with the contract between the company and the client, have an understanding of our safety program, drug testing and random screening process, reporting and obtaining approval on timesheets, working with the office to create invoices and to manage purchase orders and their values.

You would often be required to provide oversight and training to other employees within our own company, or mentor and train client employees who will be working alongside us, and often within the CosTracker Software. A CosTrack SCA must demonstrate the qualities of competence and leadership. You will often be called upon to assist your co-workers, to help train or mentor a colleague or will need to present and explain information to our clients.

There are always so many tasks to perform on any given job site that it is near impossible to know the full depth and breadth of the duties to be performed. Therefore a SCA will need to be very adept at learning the client needs, adjusting to changes in direction and assessing that which is priority. There will be multiple deliverables that will need to be sourced from the data: reports, graphs, forecasts, productivity, audit and verification, contract support and understanding, accounting practices, client timesheet and invoicing processes, data sources and connections, just to highlight a few!

An SCA will need to possess the basic skills required of an entry level Cost Analyst through those skills required of a Project Manager. The complexity will depend on the client needs, the number of staff working from our own or associate companies and the skills of those around you. It is necessary to remember that we are a data management and assessment company. It



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is inherent to the function job that you understand where the data comes from, how to connect to the data sources, whether of your own doing or facilitating the work between our own company programming team and the client IT representatives. Once data is flowing into the system it is necessary to accurately code orders, commit costs, and make assessments of what the data is showing, to make meaningful reports and graphs, accurately reflecting what the information is telling us and what it means to our client.

To provide the most thorough analysis of the data and to provide the best information to our client it is then necessary to understand what costs are generally financially assigned to certain projects and to find those additional excluded pieces of data that might

not be flowing through normal channels. There are a number of types of data that do not process through routine data input channels and will need to be "discovered", sourced and accounted for: warehouse issues, journal transfers, fuel charges, shared costs, company employee costs, company-owned equipment charges, etc. This is where years and multiple project experience provide a necessary platform of understanding.

The role of a Senior Cost Analyst is the most versatile classification and position within our company. One will need to know working elements of most classifications and will need to develop their skills to adapt to multiple aspects of the controls industry within which we work. An SCA is a very high value employee to our company as they have achieved a level of experience that allows placement at a wider range of client facilities and require very little support, making their employment perspectives much greater and in much higher demand.

## Sinclair Refinery Celebrates 100 years in the Refining Business!

Sinclair Refinery marked its 100 year anniversary in 2016. The entire refinery organization and its contractors provided a public event in the park on May 21, 2016. CosTrack took part in the celebration, representing our company by setting up a table at the park and giving away candy and tote bags with our company logo embroidered on the side.

Krissy, Amanda and Nancy manned the table throughout the day while also taking a bit of time to visit other displays, grab some food and participate in many of the day's events.

A great big shout out to Sinclair Refinery and our talented staff in Rawlins!

