



Manager of Systems Analysis

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution
092	Exempt	First/Mid-Level Official Manager	Unrepresented	10	7-9-14	14-032

DEFINITION: Under administrative direction, conducts complex analysis and studies using advanced statistical methodologies; verifies the integrity of data, and ensures consistency between and among capital projects to minimize the expenditure of District funding, and for the timely and efficient completion of capital projects.

REPRESENTATIVE FUNCTIONS may include, but are not limited to:

- Develops and implements processes and reporting methods for tracking organizational performance, and the progress of capital projects.
- Recommends and assists in the development and implementation of the District's goals, as well as departmental goals, objectives, policies and procedures.
- Performs the District's most complex analysis and studies using established statistical methods, and makes conclusions and recommendations derived from analysis.
- Reviews and analysis a wide variety of data, including historical, financial, budgetary, and organizational performance information to develop projections, and to track District and department goals and objectives.
- Coordinates activities closely with senior level staff in all departments for the development and preparation of standard District reporting; including a wide variety of analysis and reports on operations, service planning and development, and financial planning.
- Supervises staff on an ad-hoc and/or regular basis, as assigned by the department Director, or the General Manager.
- Develops short- and long-term projections and plans for the District, and participates in the forecasting of District data and processes.
- Develops, prepares and monitors department, unit and capital budgets; analyzes budgetary data and prepares cost estimates for budget recommendations.
- Develops, writes, prepares, and presents narrative and statistical reports with analysis, and assists in preparing written summaries of technical analyses that include statistical summaries, tables, and other graphic representations of data.
- Compiles, verifies validity, and submits National Transit Database (NTD) data for the District.
- Reviews and develops reports using District operational statistics, and maintains Key Performance Indicators (KPIs).
- Reviews District data and standard reporting regarding planning, operational, financial, and other sources for dissemination to the public and outside agencies.

Manager of Systems Analysis

- Collects, maintains, analyses, and assists in the interpretation of service and performance data from a wide variety of internal District databases and software systems, as well as external sources.
- Maintains, tests, and verifies the integrity of data by identifying and resolving problems with data files and software interfaces.
- Conducts research, and designs and develops technical studies involving operational, performance, or financial data and information, in cooperation with various District departments.
- Performs related duties, as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Advanced statistical methods, the principles, methods, and practices of project control and systems analysis; principles and practices of quality assurance and quality control; applicable governmental regulations, laws, and legislation; budget preparation and adherence; principles and practices of management and administration, as well as supervision, leadership, motivation, and team building; and current office software for project management and control, word processing, spreadsheets, databases, and presentation, at the advanced level of proficiency.

Ability To: Effectively manage capital projects and assigned staff; develop and monitor department goals for assigned programs; supervise assigned staff; swiftly and accurately analyze projects in order to collect and analyze data, and to develop controls and procedures; coordinate with other departments; communicate articulately and extemporaneously in English, both verbally and in writing to communicate ideas and concepts accurately, concisely, and in a compelling manner; respond rapidly and strategically to the Board of Directors and Executive management under time pressure, and in unanticipated events and emergencies; quickly learn and proficiently use current and newly developed software and databases as required by the demands of the job; stay abreast of current issues and evolving technologies in project management and public transit; and establish and maintain effective working relationships with those encountered in the course of work using principles of excellent customer service.

Education: Equivalent to a Bachelor's degree from an accredited four-year college or university with major coursework in statistics, mathematics, project management, business administration, or a closely related field.

Desired: A post-graduate degree, and/or certification in project management.

Experience: Seven (7) years of recent, verifiable, and increasingly responsible professional-level experience in data analysis, accounting, finance, budgeting including a minimum of one (1) year of lead or supervisory responsibility.

Special Requirement: Must be willing to: (1) work outside regular business hours as required by implementation of special projects, and emergencies; and (2) travel between the various District facilities as required.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; (2) possess physical mobility in order to transport oneself expeditiously within and between District facilities.