



Alameda Contra Costa Transit District Classification Specification

~~Director of Project Controls and Systems Analysis~~ Director of Business Sciences -DRAFT

Exhibit-B

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution #
034	Exempt	4-Officials Administrators	Unrepresented	14	09/28/2022	22-036

DEFINITION: Under ~~general administrative~~ direction, ~~oversees~~, through subordinate ~~staff, managers/supervisors~~, all functions and activities ~~of within~~ the ~~Project Controls Business Sciences~~ Department; ~~formulates policies, goals, and Systems Analysis department directives~~; coordinates ~~assigned activities with other District departments~~; ~~performs complex analysis and develops reports for the executive management, District staff, and external entities, in area of expertise~~. ~~Coordinate~~ the activities of the department with those of other District departments/divisions, and outside entities; accomplishes departmental planning, operational goals, and ~~short and long-range~~ strategic ~~plans, initiatives and~~ objectives; furthers the District's goals, and objectives within general policy guidelines.

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- ~~Directs, and assumes full management responsibility for all Project Controls and Systems Analysis Department programs, services, and activities; oversees all activities related to the District's capital project process control improvements, quality assurance, and systems integration; develops and recommends business solutions and process improvements to ensure that the projects are accomplished within prescribed time frame and funding parameters.~~
- ~~Develops~~ Provides leadership to assigned work units; selects, trains, develops, mentors, and guides staff in achieving goals and objectives; provides constructive feedback on performance and behaviors; reviews and evaluates work; counsels and handles personnel actions, as needed.
- ~~Develops, directs, and oversees the implementation of strategies, goals, initiatives, objectives, policies, procedures and work standards for the assigned area within the Planning & Engineering department.~~
- Through subordinate levels of supervision, develops, directs, and coordinates the overall work plan of the department; contributes to the department's ~~service quality deliverables~~ through the development and implementation of policies and procedures to meet legal requirements, District needs, and strategic ~~initiatives and~~ objectives; continuously monitors and evaluates the efficiency, and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- ~~Selects, trains, motivates, and directs department personnel; evaluates, and reviews work for acceptability, and conformance with department standards; conducts performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.~~
- Manages, develops, and administers the department's annual budget and provides for the effective utilization of organizational resources; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of, and approves expenditures; directs and implements adjustments, as needed.
- ~~Collaborates with the General Manager and portfolio stakeholders in establishing, reviewing, planning, and prioritizing the District's capital project portfolio; develops work breakdown structure (WBS) for use on all capital projects; develops and monitors the Integrated Master Schedule; ensures capital project schedules remain in alignment with the internal project controls process and procedures.~~
- ~~Implements and ensures adherence with Earned Value Management methods for integrating oversight of the scope, schedule, cost of projects, and measurement of project progress and performance; identifies areas of concern, recommends and implements corrective actions, contingencies, and risk response throughout the project lifecycle; coordinates modifications to project scope, schedule, and/or budget to ensure adherence to timeframe and funding parameters; directs and oversees that project close-outs conform with District policies and guidelines.~~
- ~~Oversees the records management, and maintenance of all project related databases, records and files; and ensures best practices related to records management and retention are adhered to.~~



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- Provides expert consultation to executive management, the Board of Directors, and other District staff regarding the development and implementation of short and long-term strategies for the delivery of effective District-wide services.
- Represents the work unit's programs and activities with the Board of Directors, other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations as needed.
- Directs, and oversees the production, and preparation of a variety of complex presentations, summaries, statistical reports, proposals, and other written materials; develops and implements data acquisition methods to ensure the standardization and uniformity of reporting; makes oral presentations of recommendations, and findings to a variety of large, and small, diverse audiences including: the District's Board of Directors, executive management, various legislative bodies, community groups, private employers, and public agencies.
- ~~Collaborates with other departments on varied, complex projects~~ Directs, and plans including participating in provides leadership for project management activities of work units within Business Sciences department; directs the management of Planning and Engineering research, development, and implementation of the District's Facilities Maintenance Plan, Fleet Maintenance Plan, Capital Improvement Projects/Programs, and the Asset Management Program (for non-vehicle assets).
- ~~Directs and oversees staff responsible for systems integration; reviews planning and implementation of system monitoring, maintenance and support of all networked software and operating systems; provides guidance for preparing reports and required documentation to evidence the completion of integrated testing of project components and systems; directs and oversees training of staff in new systems; oversees and directs the permitting, licensing and completion of pre-revenue systems testing activities.~~
- ~~Directs and oversees the District's Quality Assurance and Quality Control (QA/QC) Programs for all District capital projects and provides to consultants and contractors a clear definition of all facets of the QA/QC program requirements for project design and construction; ensures compliance with contract, regulatory requirements, appropriate laws, and building codes.~~
- ~~Conducts audits of consultants' and contractors' QA/QC programs for all capital projects; conducts periodic construction phase audits to ensure compliance with applicable contract terms and conditions, change order documentation and other related aspects of the work for each capital project.~~
- ~~Monitors and audits fabrication, installation, construction, testing and start-up activities to verify adherence to design, contract and procurement requirements for all capital projects.~~
- capital and operational projects. Stays abreast of changing laws, regulations, and procedures, ~~innovations and~~ of emerging technologies pertaining to project management, systems analysis and quality assurance ~~and controls~~ best practices and regulatory compliance requirements; communicates business implications, and impact to all key stakeholders ~~including; that includes~~ the Board of Directors, executive management, other District staff, and various public and private entities.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

~~**Knowledge of:** Principles, methods, and practices of project control and systems analysis; principles and practices of quality assurance and quality control methods; principles and practices of policy development and implementation; administrative~~

Knowledge of: Administrative principles and practices, including the development of goals and objectives, program and work organization and evaluation and supervision of staff through subordinate managers/supervisors; principles and practices of budget preparation, administration and monitoring; ~~applicable governmental regulations, laws, and legislation; principles and practices of~~ project management, EVM methodology; enterprise analytical processes, and report preparation, and presentation techniques; methods of effective research, analysis, report writing and presentation; techniques for making effective public presentations; a broad program of planning and engineering



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~~functions in a multi-protocol, multi-platform environment; current developments, equipment and technology in the field of voice and data transmission, on-line security, confidentiality and telecommuting; applicable local government practices and administration; current information security compliance standards and regulations; current and emerging security tools, techniques for dealing effectively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, and programs; principles and practices contract management and vendor administration; methods of statistical and data analysis; current office software for project management and control; statistical analysis, word processing, spreadsheets and presentation at the advanced level.~~

Ability to: ~~Effectively direct assigned programs; develop~~Analyze complex data and ~~monitor department goals for assigned programs~~problems, identify alternative solutions, and the ~~department~~potential consequences of proposed actions; provide for the hiring, professional development, supervision, work review and evaluation of staff; ~~swiftly and accurately analyze projects in order to develop project and quality controls and procedures; coordinate with other departments through subordinate supervision;~~ develop goals, objectives, complex budgets, policies, procedures and work standards; develop and implement recommendations in support of department and project goals; interpret and apply District and Board policies and procedures, as well as relevant state and federal regulations and laws affecting ~~areas of assignment; communicate articulately and extemporaneously both verbally and in writing in order to communicate ideas and concepts accurately, concisely, and in a compelling manner;~~ develops; ~~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~~a broad program of innovation and technology in a multi-protocol, multi-platform environment; interpret, apply and explain complex laws, codes, regulations, policies and procedures; represent the District at meetings with external agencies and the public; prepare and administer budgets; prepare and present technical reports; implement a participatory management program throughout the assigned planning and engineering functions and motivate staff through inclusion and collaboration; ~~communicate clearly and concisely, both orally and in writing;~~ work with various cultural and ethnic groups in a tactful and effective manner; use initiative, discretion and sound independent judgment within general policy guidelines; ~~plan, organize, administer, review, and evaluate systems development, programming, and computer operations activities; prioritize and respond expeditiously to data threats or policy deviations; communicate effectively both verbally and in writing; develop effective security teaching and training programs for District employees; coordinate multiple project components, track progress, and meet deadlines and expenditures; simplify technical and/or applicable government processes into clear, actionable items for end users; identify and apply principles of problem solving, research and analytical judgement; exercise sound independent judgment within established guidelines;~~ work effectively under pressure and meet critical deadlines; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

Education: Equivalent to a ~~Bachelor's~~bachelor's degree from an accredited college or university in ~~Public Administration, Public Affairs, Business Administration, Finance, Accounting, Transportation~~with major coursework in business or ~~Urban Planning~~public administration, finance, computer science, or a ~~directly~~closely related field.

Experience: Eight (8) years of recent, ~~and~~ verifiable, ~~and increasingly responsible~~professional level experience in project management, ~~project controls~~business analytics, and/or ~~systems analysis;~~ quality assurance, including a ~~minimum of three (3)~~four (4) years of supervisory/management experience, ~~or project lead responsibility that involved the supervision of subordinate employees or consultants.~~ Additional years of experience may be substituted for required education on a year-for-year basis. Additional education, such as a graduate degree in one of the above disciplines from an accredited college or university, may be substituted for experience on a year-for-year basis.

License/Certification(s): None.



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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; and (2) possess physical mobility in order to direct or conduct field studies, and attend external meetings and events.

Special Requirements: Must be able to work outside regular business hours as required by the demands of business, to meet deadlines, and to attend external meetings and events.

Established Date: 02-13-13 Resolution #13-010
Revision Date: 09-13-17 Resolution #17-035