



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.~~



~~Director of Project Controls and Systems Analysis~~

Director of Business Sciences

- 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



Alameda Contra Costa Transit District Classification Specification

~~Director of Project Controls and Systems Analysis~~

Director of Business Sciences

~~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.



Alameda Contra Costa Transit District Classification Specification

~~Director of Project Controls and Systems Analysis~~

Director of Business Sciences

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