



## 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.