



## BOARD ANALYST

JC: 000222

PB: 5

FLSA: Exempt

BU: 91 (NR)

Created: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, performs the more complex and difficult work of staff responsible for providing professional level support to the District Secretary's Office including Board Officers and Executive Managers; performs data collection and analysis, bookkeeping, or budget monitoring activities; performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This journey level classification is responsible for performing complex analytical work in support of District Secretary's Office including Board Officers and Executive Managers. Positions at this level possess a specialized, technical or functional expertise within the area of assignment. Employees are typically assigned significant responsibilities at the journey level and customarily exercise discretion and independent judgment in the performance of all duties. This classification is distinguished from the Assistant District Secretary in the latter is responsible for providing professional level complex administrative and analytical support to the District Secretary and the Board of Directors and managing the activities and operations of the District Secretary's Office with respective Board Officers, Executive Managers, Department Managers, outside agencies and organizations.

### **REPORTS TO:**

Assistant District Secretary or designee.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Performs complex analytical work for the District Secretary's Office unit including special projects which have a major impact on departmental efficiency, economy, operations and activities; defines project scope, goals and objectives; conducts research; develops and presents recommendations; coordinates project implementation.
2. Establishes schedules and methods for providing administrative services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
3. Ensures compliance with established policies and procedures.

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5. Prepares analytical and statistical reports on operations and activities.
7. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned District department or division service programs, service delivery methods and procedures; works with co-workers on the continuous improvement of District services.
8. Implements new systems, methods and procedures; monitors program progress in meeting goals and objectives; conducts updates with management staff to inform and advise project progress; makes adjustments as necessary.
9. Provides staff assistance to management; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
10. Coordinates assigned program activities with those of other departments, divisions and outside agencies and organizations.
11. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public administration, business administration, finance, human resources and related areas.
12. As required, conducts public meetings and hearings on department activities.
13. May participate in the selection of assigned staff; provides or coordinates staff training; may work with employees to correct deficiencies; may implement discipline procedures.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operational characteristics, services and activities of assigned program area including administrative, financial or operations functions
- Principles of supervision, training and performance evaluation
- Principles and practices of program development and implementation
- Principles and practices of budget preparation and administration
- Methods of administrative, organizational, economic and procedural analysis
- Organization objectives, procedures, policies and regulations
- Methods and techniques of statistical and financial analysis
- Principles and practices of procurement and purchasing
- Principles and practices of accounting
- Methods and techniques used to conduct a variety of analytical studies
- Principles, practices, methods and techniques of report preparation
- Principles and procedures of record keeping
- Office equipment including computers and supporting word processing and spreadsheet applications
- Related Federal, state and local laws, codes and regulations

### **Skill in:**

- Reviewing and analyzing complex technical documents and proposals

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- Planning and supervising research projects for assigned District department or division functions and operations
- Applying practices, theories, techniques and management methodology to assigned area
- Coordinating and administering budget process for assigned department or division
- Researching, analyzing, and evaluating programs, policies, and procedures
- Communicating clearly and concisely, both orally and in writing
- Interpreting and explaining District policies and procedures
- Preparing clear and concise reports
- Establishing and maintaining effective working relationships with those contacted in the course of work

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Bachelor's degree in Business Administration or a related field from an accredited college or university.

#### **Experience:**

Three (3) to five (5) years of professional verifiable experience in executive administration or related experience.

#### **Substitution:**

Additional professional administrative, analytical and/or budgetary experience, as outlined above, may be substituted for the education on a year-for-year basis.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens.

#### **Physical Conditions:**

May require maintaining physical condition necessary for sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 3500 – Professionals  
**Census Code:** 0710 – Management Analysts  
**Safety Sensitive:** No