



QUERY AND REPORTS SPECIALIST

FC: 000015
PB: 07
FLSA: Exempt

PC: 890
BU: 31 (AFSCME)
Created: September 28, 2007

*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

Plans and coordinates the various department reporting and querying activities of BART's Business Advancement Program (BAP). Serves as the liaison between end-users, project team members and BAP implementation consultant in the coordination of business requirements, scope definition, and business process definition through the implementation of functional reporting; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class develops, implements and manages projects and activities to support the District's business administrative information reporting systems. These reporting systems may include reporting planning and design, report programming, application programming, system analyses, and security and database administration for microcomputers. This class is responsible for planning and coordination with the various departments in developing new reports in BAP.

REPORTS TO:

This position reports to the Manager of Enterprise Performance Management.

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

1. Maintains and supports the users of the PeopleSoft and MAXIMO system reporting requirements.
2. Acts as a liaison between Information Technology (IT) Department and end-users to resolve reporting issues.
3. Proposes improvements of system reporting administration or system support.
4. Works closely with IT and end-users to resolve issues identified by the BAP steering committee.

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5. Provides user support and other ad hoc PeopleSoft and MAXIMO requests.
6. Recommends changes to existing reporting processes to streamline and improve reporting functions.
7. Establishes relationships to identify and define report opportunities where IT reporting solutions can deliver value to our business clients.
8. Defines business reporting requirements.
9. Leverages the expertise of technical experts to identify report solutions.
10. Gathers information/requirements from a range of sources including interviewing functional stakeholders and the design and facilitation of reporting workshops.
11. Researches and responds to report inquiries from BART internal stakeholders.
12. Recommends, defines, and implements strategies to improve reporting technology and continuous process improvements.
13. Assists in the design, development, and implementation of additional data sources, data elements, and processes for reporting.
14. As necessary, assume the role of report and query development.
15. Trains BAP project team members and others as necessary on concepts of report/query development and implementation strategies.
16. As necessary, trains BAP project team and other BART staff on the use of queries and reports.

QUALIFICATIONS

Knowledge of:

Principles and practices of information systems design and data processing.

Principles and practices of program development and administration.

Query languages and report writers.

Business and administrative project applications.

Personal computer configurations and architectures.

Principles and practices of budget preparation and administration.

Related Federal, State and local laws, codes and regulations.

Writing PeopleSoft Queries, Crystal reports, and nVision.

Microsoft Excel and Microsoft Word.

Principles, concepts and practices of accounting.

Overall understanding of financial accounting systems.

Developing, testing, implementing, and reconciling automated systems.

PeopleSoft financial applications.

Principles of budget development and resource management.

Skill in:

Participating in the management of a comprehensive information systems program.

Utilizing a variety of programming languages.

Evaluating and selecting systems hardware and software systems.

Preparing clear and concise administrative and financial reports.

Researching, analyzing and evaluating new reporting delivery methods and techniques.

Interpreting and applying Federal, State and local policies, laws and regulations.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Prioritizing and managing multiple issues at once, working under pressure and consistently meeting deadlines.

Managing multiple tasks and people simultaneously, and working independently.

Viewing the company and internal process at a detailed level.

Dealing with all levels of the organization in a professional manner.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in accounting, economics, finance, business administration, or a scientific or mathematical field, or a closely related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) verifiable enterprise resources systems, or financial business information systems experience, which must have included at least one (1) year of supervisory and administrative experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS

Environmental conditions:

Office environment; exposure to computer screens.

Physical conditions:

May require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time.

EEOC Code: 02

Safety Sensitive Designation: No