



SECURITY ACCESS ANALYST

JC: 000229

PB: 3

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 direction, responsible for managing data associated with security access and transportation badges and providing customer service and technical support to badge holders; performs additional duties as assigned.

CLASS CHARACTERISTICS

This professional level classification performs the full range of duties as assigned. Classifications at this level receive occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from the HRIS Analyst in that the latter possesses a specialized technical or functional expertise within the area of assignment.

REPORTS TO

Manager of HRIS and Benefits or designee.

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

1. Responsible for the maintenance and administration of security access and transportation passes for all employees, dependents, contractors, vendors and other individuals as needed; assigns security access for all District Employees, Contractors and Vendors; issues all Photo ID/Rider badges for BART Police Department Law Enforcement Security Enhancement Program; maintains all District data related to contractor data and Kaw Enhancement Program pass holders; provides technical and user support for issued badges; maintains daily drop-in hours for employees, dependents and contractors.
2. Maintains District supplies and equipment related to Badging; manages vendor relationships, budget for re-ordering of supplies.
3. Participates in assigned administrative support functions including budget preparation, purchasing, personnel, payroll, and various specialized department programs.
4. Performs a variety of research support duties in assigned department or division; analyzes and makes

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recommendations for the solution of budgetary, fiscal, or operational concerns and issues.

5. Coordinates or completes forms, paperwork or other administrative procedures to implement program areas including purchase orders, human resources request forms, payroll processing forms and related documents.
6. Prepares basic administrative, operational and management studies; identifies problems; gathers and analyzes data; makes recommendations; prepares reports on conclusions; assists with implementation.
7. Assists with the budget process; provides input to the department, division and/or project budget; creates data tracking and reporting systems; monitors monthly status.
8. Performs a variety of special projects and programs in assigned area; assists with the development of procedures; obtains resources; implements programs and monitors activities.
9. Provides assistance in resolving operational and administration problems; identifies problem area; conducts research to find alternative solutions; makes recommendations; assists in implementation.
10. Participates in special projects including research of new programs and services, and feasibility analyses.
11. Receives and responds to complaints and questions from the general public relating to assigned area of responsibility; reviews problems and recommends corrective actions; prepares summary reports as required.
12. Coordinates activities with other District departments, divisions, the public and outside agencies; as assigned, represents department or division at various meetings with other departments, divisions, outside agencies and contractors; communicates information and activities with others as appropriate.
13. Investigates and answers complaints, investigates issues; responds to writing as necessary.

QUALIFICATIONS

Knowledge of:

- BART badge issuance procedure and requirements (DOJ clearance, Special Security Information, etc.)
- BART's Badging policy and guidelines.
- BART's security/access process and protocols.
- BART's contractor onboarding practices, including the Consultant Status Evaluation process.
- LESEP agencies and program participation requirements.
- Printing hardware and software.
- Basic principles, practices and methods of administrative and organizational analysis. Basic principles and practices of budget administration.
- Basic principles and practices of accounting. Principles and practices of program implementation.

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- Current office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
- Basic methods and techniques of statistical and financial analysis. Principles of business letter writing and report preparation
- English usage, spelling, grammar and punctuation. Principles and procedures of record keeping.
- Related Federal, State and local laws, codes and regulations.

Skill/Ability in:

- Performing administrative and technical analytical support duties in a variety of areas including budget preparation, purchasing, personnel and payroll.
- Coordinating budget preparation and administration.
- Analyzing difficult administrative, operational, and organizational problems.
- Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form.
- Evaluating alternatives and reaching sound conclusions. Interpreting and applying laws, regulations, policies and procedures.
- Preparing clear, concise and complete reports and other written materials. Maintaining accurate records and files.
- Working independently in the absence of supervision. Coordinating multiple projects and meeting critical deadlines.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Communicating clearly and concisely, both orally and in writing.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- interfacing and collaborating with employees at all levels within and outside of BART.
- Providing high level of customer service.
- Troubleshooting technical issues with both software and hardware.
- Handling and reconciling large amounts of cash.
- Manipulating large data sets and providing accurate and timely reports.
- Performing regular inventory assessments.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Business, Public Administration or related field.

Experience:

One (1) to three (3) years of professional level administrative or operational analysis with data entry experience.

Substitution:

Additional analytical experience may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

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Office environment; exposure to computer screens.

Physical Conditions:

Requires 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