

Work Plan No. B.65-01 System Access and Resource Forecasting Analyst Support

Scope:

1. Task 1 – Resource Forecasting Analyst

Specific duties and responsibilities for the Resource Forecast Analyst shall include, but not be limited to, the following:

1. Gathers resource and equipment forecasting supply and demand information by interfacing with Project Managers
2. Assists with report development and managing of resource forecast information for Districtwide projects.
3. Understands how to analyze data to identify variances and the ability to clearly communicate its root cause and work with project team to suggest mitigation strategies.
4. Analyzes data from look-ahead schedules.
5. Assists with preparing meeting minutes, correspondence, reports, and presentations based on input from the Long-Range Planning and project teams.
6. Assists in creating and updating workflows, job aides, templates, etc.
7. Assists with maintenance of electronic filing systems (SharePoint)
8. Works with Long-Range Planning team to facilitate and meetings, correspondence, reports, trackers, and other documents.
9. Attends group meetings and other project meetings as required.
10. Collaborates with Operations Planning, Long-Range Planning and other stakeholders as required to coordinate project work and how it will be executed throughout the BART System (i.e. project work can include but is not limited to building and equipment upgrades, replacement in kind, vehicle storage, civil/structural improvements.)

2. Task 2 – System Access/ Track Allocation Office Engineer

Specific duties and responsibilities for the System Access/Track Allocation Office Engineer shall include, but not be limited to, the following:

1. Assists in planning and organizing operational, administrative or management studies/projects related to the activities of the department assigned.
2. Assists with problem identification and determining analytical techniques and information gathering processes and obtains required information and data for analysis.
3. Under the direction of a manager, analyzes alternatives and makes recommendations regarding such areas as organizational structure, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications, etc.
4. May be involved in discussions with management staff and assists with preparation of study conclusions, developing implementation plans and assists in implementing policy and procedural.
5. May assist in conducting a variety of special projects and/or programs.
6. Be aware of the Integrated Schedule for project that includes design and construction and all District activities.
7. Interacts with other District departments, other transit or governmental agencies, vendors and others depending on the nature of the project to which assigned.
8. Prepares technical reports and correspondence and other written materials.
9. May direct the work of clerical support staff on a project or day-to-day basis.

Prime: AECOM

Subconsultants: None

Total Work Plan Value: \$ 794,434