

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

10/03/97

SENIOR TRANSIT ANALYST, 6405

Summary of Duties: Provides complex administrative, financial, and system support for the Transit Groups; or plans, organizes, and supervises the work of personnel engaged in such work; or performs the more complex administrative, financial, and system support work; and does related work.

Example of Duties:

- Plans and organizes administrative work related to the activities or operations of the Transit Group;
- Supervises the work of professional, technical, and clerical personnel engaged in administrative, financial, and system support work;
- Develops and implements project assignments, objectives, policies, procedures, and work requirements;
- Considers alternatives and makes recommendations for staffing, facilities, equipment, financial and cost analysis, productivity, policy, or procedure modification;
- Prepares or directs the preparation of administrative studies and reports; serves as project manager on major administrative projects;
- Directs the preparation, coordination, monitoring, and reporting on department program budgets;
- Monitors and evaluates performance of departmental objectives;
- Oversees personnel management duties, including staffing needs assessments, allocations, and equalization, compliance with labor/management agreements, and adherence to policies and procedures;
- Manages Transit Group's records retention function;
- Assists in the development and administration of department budget, including gathering information and monitoring expenditures;
- Determines analytical techniques and information-gathering processes and obtains required information and data for analysis;
- Confers with and represents the Transit Group in site visits and meeting with representatives of public agencies, employee and community organizations, citizens' groups, consultants, vendors, private contractors, and others on various matters as assigned;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

- Theories, principles, and practices of public administration, and budget planning, design, and

analysis;

- Mathematics and business statistics;
- Business computer software applications;
- Principles of supervision;
- Organizational dynamics;
- Office practices, procedures, methods, and equipment;
- Transit Group's policies and procedures.

Ability to:

- Plan, organize, and monitor the work of subordinate personnel;
- Prepare comprehensive reports and correspondence;
- Supervise subordinate staff;
- Conduct research and perform analysis;
- Design budgets;
- Exercise judgment and creativity in making conclusions;
- Handle highly confidential information;
- Interact professionally with various levels of employees and outside representatives;
- Meet critical deadlines;
- Operate computers and general office equipment;
- Perform complex analyst functions;
- Plan and coordinate multiple projects;
- Analyze situations, identify problems, and recommend solutions;
- Communicate effectively orally and in writing;
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements.

Requirements: Current employment as a Senior Administrative Analyst or Chief Administrative Analyst with the Los Angeles County Metropolitan Transit Authority.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.