

JOB DESCRIPTION

Job Title: Business Analyst I
FLSA Status: Exempt
Salary Grade: 5

PURPOSE OF POSITION

The Business Analyst will administer and oversee all contractor invoices and the processing of Contract Task Orders and related expenditures for the Department. This position also provides administrative support, prepares reports and other information necessary to support the Department Director and the staff in the Department.

DISTINGUISHING CHARACTERISTICS

This is the entry level of the series. At this level, assignments are generally limited in scope and are performed within a procedural framework established by the department.

SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from assigned Departmental Management
- No formal supervisory responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Oversee and verify compliance of departmental budgets.
- Develop and maintain status reports to allow departments to manage a growing number of projects and funding sources; review and approve all applicable department invoices.
- Provide administrative support to the department including the processing of expense reports, timesheets, calendar and schedule management, ordering supplies, pickup and distribution of mail, correspondence, faxing and photocopying and scheduling maintenance/repairs of office equipment and vending machine and the preparation of reports for department personnel.
- Review and track CTO charges and ineligible expenses and validate contract invoice coding.
- Assist internal and external customers with research requests or analysis.
- Complete and compile monthly and annual departmental reports.
- Update and maintain all department databases.
- Collaborate with appropriate SCRRA departments and contractors to initiate new projects and funding sources, and to improve monitoring and execution of the various projects and contracts. Serve as Project Manager when necessary.
- Establish and maintain effective working relationships with SCRRA employees, contractors, and management.
- Participate in the preparation and administration of assigned program budget.
- Conduct and collect employee surveys.
- Review special project billing and verify for contract compliance and applicability to project.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.



MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree in Business Administration, Finance, or a related field.
- A minimum of two years' experience performing similar job duties or any combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered.
- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills, and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of required experience.

Preferred Qualifications

None

Knowledge, Skills, and Abilities

Knowledge of:

- Basic finance and accounting
- Train operations
- Mathematical analytics and trend analysis
- SCRRRA policies and procedures

Skilled In:

- Use of Microsoft Office including Excel, Word, PowerPoint, and database applications, and Oracle
- Effective organization and analytics
- Strong verbal and written communications

Ability to:

- Apply technology solutions to business issues in a timely manner
- Sustain and nurture positive vendor and internal relations
- Synthesize diverse, complex information into coherent reports
- Interpret contract language and foresee and identify and resolve issues when they arise
- Work independently while supporting a team environment
- Multi-task, prioritize, work with tight deadlines, and be organized.

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position; such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)



Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last updated: June 2025

