

## JOB DESCRIPTION

**Job Title:** Business Analyst I  
**Working Title:** Legal Administrative Analyst I  
**FLSA Status:** Exempt  
**Salary Grade:** 5

### PURPOSE OF POSITION

Legal Administrative Analyst I position performs professional level administrative staff work and support in a fast-paced legal department. This position also supports fiscal related functions including analyzing budget variances, tracking invoices and managing accounting projects within the division.

### DISTINGUISHING CHARACTERISTICS

This is the entry level of the series. At this level, assignments are generally limited in scope and are performed with 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.*

- Provide administrative support to the Office of the General Counsel.
- Coordinate legal and ad hoc projects; initiate, manage and complete special projects.
- Maintain positive relations for the Office of the General Counsel with outside counsel and professionals, SCRRA staff and the general public.
- Manage, update and organize all electronic and hard copy files, filing systems, legal and SCRRA books, and internal processes pertaining to legal matters and claims.
- Support and manage budget development, budget tracking and prepare and coordinate financial planning and reporting to legal staff.
- Review and analyze monthly invoices, verify purchases against contractor A/P journals, verify labor rates and headcount prior to approval and route for signature.
- Update and maintain all department databases.
- Provide administrative support to the department including: processing expense reports, timesheets, calendar and schedule management; ordering supplies; distribution of mail, correspondence, faxing and photocopying; and the preparation of reports for department personnel.
- Screen incoming correspondence and refer materials requiring immediate attention to the appropriate personnel.
- Draft and prepare legal documents and reports, manage all paperwork and workflow in and out of the General Counsel's office.
- Perform legal and/or factual research and analyze data; prepare reports of analysis and summary of findings.



- Assist in the preparation of Board and Committee Meeting briefing materials, including items for Closed Session.
- Assist the General Counsel by presenting information to the Board and Committee Meeting briefings.
- Manage records and the records retention schedule for the Office of the General Counsel.
- 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 (2) 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, education 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 the 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:

- Maintain sensitive information private and confidential
- 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: November 2025

