

JOB DESCRIPTION

Job Title: Management Analyst I
Working Title: Management Analyst I, Fare Collections
FLSA Status: Exempt
Salary Grade: 5

PURPOSE OF POSITION

The Management Analyst will maintain and improve project management practices in an assigned area to ensure project schedules are met. The position leads cross-functional efforts to maintain and improve project management practices at the consultant and staff level to mitigate risks associated with the Fare Collection Systems.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Management Analyst series. At this level, assignments are generally limited in scope and are performed within a procedural framework established by higher-level employees.

SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from departmental management/supervisory level roles
- This position has 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.

- Establish a standard project management methodology to help reduce costs and improve timeliness, implementing standards and best practices.
- Ensure the timely delivery and production of project cost and cash flow reports, schedule updates, staffing plans, risk analysis, time impact analysis and potential mitigation efforts.
- Develop, maintain, and update Primavera schedules for major capital projects.
- Collaborate with program/project managers to coordinate and manage cost and scheduling activities for major capital projects, including the accurate forecasting and reporting of project costs.
- Monitor and analyze project commitments and expenditures.
- Collaborate with project and construction managers to ensure that all Capital project risks are identified and all outstanding issues are trended, current and communicated.
- Monitor and integrate cost performance with schedule performance measurements and cash flow projections.
- Review projects to indicate critical milestones and to track actual performance and prepare reports with project data and progress.
- Prepare project delivery reviews for specifically-identified projects and provide reports to division management on milestone achievement, issues, risks and corrective action.
- Identify and propose more cost-effective methods/strategies for accomplishing project objectives.
- Review and evaluate trends, forecasts, and change orders from field offices to monitor board-approved contingency drawdowns.



- Create tools and templates to aid project managers in effective and efficient management of projects and programs.
- Participate in the development and presentation of project management training programs, including courses to emphasize and reinforce best practices for project charter development, scheduling, cost forecasting, risk management, and project closeouts.
- Review project authorizations, including contract task orders, change notices/orders, job order contracts, to ensure compliance with contract, federal/state requirements, including accurate cost coding.
- Report to executive leadership team on project status and issues relevant to changes in scope, schedule, trends and costs.
- Create project performance indicators and track month-to-month performance changes.
- Serve as a liaison on contract specifications such as scope, cost and schedule information and assist with contract bid evaluations.
- Provide interface support and respond to requests for project information from various internal departments and external agencies.
- Serve as focal point for providing project feedback into project cost and schedule databases.
- Assist in the training and development of staff associated in the execution of specialized projects.
- Manage the progress of professional service and construction contracts to ensure compliance by consultants and others who may be responsible for the delivery of the services of those contracts.
- Assist in the development, administration, and training of internal PMO Standard Operating Practices.
- Prepare studies, research and analyses of special ad-hoc reports.
- Ensure that all equipment maintenance and revenue service functions are reliable for customer use and performing according to contract specifications.
- 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 Engineering, Business Administration, Project Management, or a related field.
- A minimum of two (2) years of work experience performing similar duties in a construction or project management field.
- 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 the required experience.

Preferred Qualifications

None

Knowledge, Skills, and Abilities

Knowledge of:

- Data science
- Project management best practices, project delivery standards, processes and templates



Skilled in:

- Microsoft Office Suite, especially Microsoft Excel
- Data mining
- For some assignments, Oracle skills necessary
- Scheduling software, specifically Primavera P6 and Microsoft scheduling tools

Ability to:

- Establish and maintain relationships with vendors
- Work across cross-sectional teams
- Organize and efficiently manage time and materials
- Delegate responsibilities among members of a team
- Work independently and take initiative
- Think critically and creatively

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.

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