

## JOB DESCRIPTION

**Job Title:** Management Analyst I  
**Working Title:** Management Analyst I, System Safety  
**FLSA Status:** Exempt  
**Salary Grade:** 5

### PURPOSE OF POSITION

The Management Analyst I will administer and oversee all department budgets and the processing of Contract Task Orders and related expenditures for the Department. This position also provides administrative support, prepares reports, supports the auditing program and other information necessary to support the Department, and under the direction and oversight of the Chief Safety, Security and Compliance Officer.

### 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 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.*

- Oversee and verify compliance of departmental budgets.
- Develop and maintain status reports to allow departments to manage a growing projects and funding sources; review and approve all applicable department invoices.
- Provide administrative support to the department including the processing of expense reports, time-sheets, 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.
- 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.
- Collaborate with appropriate SCRRRA 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 SCRRRA employees, contractors and management.
- Participate in the preparation and administration of assigned program budget.



- Support, lead and function as a department auditor, In support of 29 CFR Part 200-300 programs.
- 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, Business Management, Finance, Public Administration or related field.
- A minimum of two (2) years of 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

- Experience working with applicable local, state, and federal laws, rules and regulations governing legislative procedures.
- Experience in direct community engagement and coalition building.

### Knowledge, Skills, and Abilities

#### Knowledge of:

- Basic finance and accounting.
- Train operations.
- Mathematical analytics and trend analysis.
- SCRRRA policies and procedures.
- Project management best practices, project delivery standards, processes and templates.

#### Skilled in:

- Use of Microsoft Office suite.
- Effective organization and analytic tools such as Tableau, Power BI, Excel.
- 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: September 2025

