

JOB DESCRIPTION

Job Title: Management Analyst II
Working Title: Management Analyst II, Government and Community Relations
FLSA Status: Exempt
Salary Grade: 7

PURPOSE OF POSITION

The Management Analyst II, Government and Community Relations, will develop, represent and advocate for Metrolink policies, programs, and projects before local, state and federal bodies and community groups. The position will work to build and maintain relationships with communities, city staff and local stakeholders. In addition, the position will interface with Metrolink's member agencies, and with elected offices at all levels, federal, state, county, and city.

DISTINGUISHING CHARACTERISTICS

This the career level of the Management Analyst series. At this level, the incumbent has some latitude for independent judgment and may vary work methods and procedures, but usually within prescribed parameters.

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.

- Prepare complex legislative analysis, reports and provide recommendations.
- Coordinate and conduct tours and special events for elected officials, their staff and regional representatives.
- Maintain highly confidential and politically sensitive information.
- Maintain, support, and promote relationships with elected officials and key legislative staff.
- Coordinate with member agency legislative staff on legislative matters.
- Assist in drafting Metrolink-sponsored legislation and reviews.
- Assist in the management of reports to the Chief Executive Officer (CEO).
- Serve as a liaison for Metrolink with members of the California State Legislature, United States Congress, regional government agencies and local elected officials, to inform and support legislation and policies benefiting commuter rail and projects.
- Respond to community and public inquiries.
- Assist building relationships with cities, counties and other stakeholder groups in Metrolink's service area to ensure timely, appropriate and accurate information to stakeholders.
- Assist community relations efforts to cultivate general public awareness of Metrolink services, projects and initiatives.
- Represent Metrolink at special events and community group meetings.



- Produce a variety of documents including presentations, community notices, communications plans, re-releases and advisories.
- Manage and maintain up-to-date, targeted community database and/or contact lists.
- Facilitate departmental meetings to gather relevant facts, develop strategic messages, and prepare for release of information.
- Monitor and analyze project commitments and expenditures.
- 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.
- Create tools and templates to aid managers in effective and efficient management of projects and programs.
- Create project performance indicators and track month-to-month performance changes.
- Provide interface support and respond to requests for project information from various internal departments and external agencies.
- Assist in the training and development of staff associated in the execution of specialized projects.
- 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

- Bachelors' Degree in Political Science, Public Policy, Communications, Marketing, Public or Business Administration, or a related field.
- A minimum of three (3) years of work experience performing similar duties in government, community and/or public relations, including policy analyses or advocacy.
- A minimum of three (3) years of work experience planning the work of and supervising consultants and others who may not be in a direct reporting relationship.
- 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:

- Government and Community Relations
- Project Management and coordination
- Principals of digital graphics and layout
- Data science
- Transportation issues



Skilled in:

- Microsoft Office Suite
- Writing and Editing
- Data mining
- Oracle
- Scheduling software
- Organization and Time Management

Ability to:

- Establish and maintain relationships with elected officials, executives, and key stakeholders
- Represent and advocate for Metrolink before external organizations
- 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.

Last Updated: September 2025

