



MANAGER OF ROLLING STOCK ADMINISTRATION

JC: 000303

PG: N09

FLSA: Exempt

BU: 95 (NR)

Created: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, plans, directs, manages and oversees the design and delivery of data-driven analytics and related strategic administrative activities for the Rolling Stock & Shops (RS&S) department; collaborates with cross-functional partners within and outside the department to identify critical business objectives and develops and implements analysis plans to address these key strategic issues; provides management and strategic planning to inform decisions on meeting service level requirements, operational business outcomes, Reliability Centered Maintenance (RCM) goals, financial stewardship and RS&S staff resourcing; coordinates assigned activities with other divisions and departments; provides highly responsible staff assistance to higher level management staff; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full-scope managerial level classification which is responsible for managing the strategic administrative functions for RS&S, which includes leading all department-wide financial and data costings, analyses and requests, as well as utilizing best practices in advanced data intelligence, predictive modeling and analytical techniques to interpret key findings from District data and leverage these insights into initiatives that will support meeting service level requirements and other business outcomes. The incumbent will be accountable for accomplishing departmental goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Senior Manager of Operations Administration in that the latter is a senior manager classification which has overall responsibility for directing multiple divisions within the Strategic Administrative Group within the Rolling Stock and Shops Department.

REPORTS TO

This position reports to the Senior Manager of RS&S Operations Administration.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes full management responsibility for the development and maintenance of data models, reporting systems, data automation systems, dashboards and other information that support key operational and business decisions.

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2. Leads a team of analysts responsible for data intelligence, operational analytics, forecasting, providing actionable data, reporting and insights; manages and optimizes processes for data intake, validation, cleaning and mining as well as modeling, visualization and communication deliverables.
3. Organizes and drives successful completion of data insight initiatives through effective management of assigned staff and effective collaboration with stakeholders.
4. Ensures accuracy of data and deliverables of reporting employees with comprehensive policies and processes; oversees the data/report requests process: tracking requests submitted, prioritization, approval, etc.; demonstrates strong command of workflows and operational excellence to ensure efficiency in solution development and clean integration with business practices
5. Manages, plans, directs and coordinates RS&S staff resourcing.
6. Plans, directs and coordinates, through subordinate level staff, the assigned group's work plan; assigns projects and programmatic areas of responsibility; establishes clear responsibility for personnel programs and processes, reviews and evaluates work methods and procedures; assess and monitors workload: identifies opportunities for improvement; identify and resolve problems: and directs and implements changes.
7. Works closely with staff and leadership across RS&S Service Delivery, Production Support, Engineering, Quality Assurance and with external departments to support and implement high-quality, data-driven decisions; examines, interprets and reports results of analytical initiatives to stakeholders in leadership, operations or external departments.
8. Advances the department's analytical capabilities by building out the Analytics function and by educating across the department's team to enhance understanding of data analytics and how to create actions to drive results and strategy.
9. Performs exploratory and predictive analytics, including operations resource distribution and purchasing patterns using a combination of descriptive statistics, analytics, and predictive modeling to inform and impact business decisions.
10. Leverages knowledge of software development best practices in a highly interconnected and iterative environment, applying recommendations to team organization and roadmap development to drive efficiency, cost discipline and transparency.
11. Develops and implements quality controls and continuous improvement standards in ISO 9001 and departmental standards to ensure quality standards, organizational expectations, and regulatory requirements.
12. Provides responsible staff assistance to the Manager of RS&S Administration; participates on various District management committees; prepares and presents staff reports and other necessary correspondence.

QUALIFICATIONS

Knowledge of:

- Principles and practices of data mining: predictive analytics, mapping, collecting data from multiple data systems on premises and cloud-based data sources
- Principles and practices of analytical concepts and statistical techniques: hypothesis development, designing tests/experiments, analyzing data, drawing conclusions, and developing actionable recommendations for operations
- Principles and practices of data intelligence and coding tools: Advanced Excel, Power BI, Python, SQL, Statistical Analysis, etc.
- Working knowledge of data visualization tools: Tableau, Raw, etc.
- Principles and practices of staff resourcing
- Principles and practices of comprehensive rail vehicle asset management programs
- Principles and practices of modern rail vehicle maintenance management
- Principles and practices of project and contract management
- Principles and practices of program development and administration
- Principles and practices of policy development and administration
- Principles and practices of Reliability Centered Maintenance Programs

Skill in:

- Advanced analytics techniques
- Database and dashboard development
- Maintaining a high level of technical expertise
- Providing strategic direction in the research, analysis, development and implementation of new technology
- Managing and executing the resolution of complex technical problems
- Quantitative problem-solving, critical reasoning even in areas of uncertainty and ambiguity while maintaining a strong focus on positive resolution
- Planning and managing numerous processes, people and projects simultaneously
- Excellent communication, collaboration and delegation skills
- Balancing business and technical acumen, and applying these in real-world activities
- Developing and administering departmental goals, objectives and procedures.
- Analyzing and assessing policies and operational needs and making appropriate adjustments
- Identifying and responding to sensitive community and organizational issues, concerns and needs
- Selecting, supervising, training and evaluating staff
- Preparing clear and concise administrative and financial reports
- Preparing and administering large and complex financial costs
- Working in diverse and geographically dispersed teams
- Interpreting and applying applicable Federal, State and local policies, laws and regulations
- Communicating effectively, clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted during work

MINIMUM QUALIFICATIONS:

Education

A bachelor's degree in business or public administration, mathematics, statistics, economics, computer

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science, and/or engineering sciences or closely related field from an accredited college or university. A Master's Degree is preferred.

Experience

Five (5) years of (full-time equivalent) experience in monitoring, managing, manipulating and drawing insights from data, which includes at least 2 years of experience managing and leading a team performing these functions.

Substitution

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. College degrees are preferred.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens

Physical Conditions

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Executives/Managers

Census Code: 35TBD

Safety Sensitive: TBD