

DELAWARE TRANSIT CORPORATION

POSTING NO. 058-2020

POSITION VACANCY POSTING

DATE OF POSTING: December 24, 2019

CLOSING DATE: January 24, 2020

EXTENDED

METHOD OF APPLICATION: **Employment Application**

INTERESTED CANDIDATES MUST FILE FOR THIS POSITION BY SUBMITTING AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **January 24, 2020**.

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POSITION TITLE Business Analyst

PAY GRADE: 15

PAY RANGE: \$45,202-\$67,804
(MINIMUM TO MAXIMUM)

LOCATION: Statewide

DEPARTMENT: Chief Innovation Officer

SECTION: Innovation

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 _____ N/C X

SCHEDULED HOURS 8:00am-4:30pm SCHEDULED DAYS: Monday to Friday

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SUMMARY OF POSITION:

The Business Analyst is responsible for performing analyses of capital and operating budgets including valuation of capital investments, deferred maintenance, transit asset management, current and proposed budget revenue per source, impact of new initiatives and service on organization's financial model. . The position is responsible for such duties as data collection and compilation, annual budget development and mid-year projections; maintenance and development of regular reports necessary to monitor performance relative to the financial plan, revenue , and business performance; facilitating management analysis of efficiencies; performing research, including industry and market trends, and developing responses to changes in financial requirements; and developing and analyzing fare policy, impacts to revenue projections and ridership Periodic internal and external reporting requirements are a significant and critical responsibility for the position. The Business Analyst is expected to support the equitable, economically viable and sustainable delivery of transit service throughout Delaware.

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

Please address each Preferred Qualification separately. Failure to do so may result in disqualification.

1. Three to five years of experience analyzing business data, financial programs, developing alternatives, and recommending sound solutions preferably within large multi modal transit organization.

Applicants must detail all experience in analyzing business, data and financial programs, developing alternatives, and recommending sound solutions.

2. Three years of experience compiling, analyzing, and interpreting business and financial data and projecting trends preferably within large multi modal transit organization.

Applicants must detail all experience in compiling, analyzing, and interpreting business and financial data and projecting trends.

3. Demonstrated proficiency in spreadsheet and database management.

Applicants must detail all experience in spreadsheet and database management.

4. Experience with financial operating systems, preferably PeopleSoft Financial software.

Applicants must detail all experience with financial operating systems.

JOB DESCRIPTION: AVAILABLE ON-LINE AT www.dartfirststate.com

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EQUAL OPPORTUNITY EMPLOYER

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

APPLY ON-LINE AT: www.dartfirststate.com

Delaware Transit Corporation

Date Issued: November 21, 2019

Pay Grade: 15

Title: Business Analyst

Location: Statewide

Position Summary

The Business Analyst is responsible for performing analyses of capital and operating budgets including valuation of capital investments, deferred maintenance, transit asset management, current and proposed budget revenue per source, impact of new initiatives and service on organization's financial model. . The position is responsible for such duties as data collection and compilation, annual budget development and mid-year projections; maintenance and development of regular reports necessary to monitor performance relative to the financial plan, revenue , and business performance; facilitating management analysis of efficiencies; performing research, including industry and market trends, and developing responses to changes in financial requirements; and developing and analyzing fare policy, impacts to revenue projections and ridership Periodic internal and external reporting requirements are a significant and critical responsibility for the position. The Business Analyst is expected to support the equitable, economically viable and sustainable delivery of transit service throughout Delaware.

Typical Duties

The following is not a complete list of duties, and incumbents may be required to perform job duties similar to the kind listed below.

- Apply strong quantitative analytical and budgetary skills to assist the team in managing budgets, including monthly budget vs actual analysis, headcount reporting, monthly and quarterly expense forecast updates, trends, and special projects to enable management to take actions to improve and optimize operations performance
- Champion operating efficiency and effectiveness, to constantly seek opportunities to improve key financial and performance metrics
- Prepare financial forecasts and models for new investment opportunities and strategic initiatives,
- Identify financial and operational risks and opportunities in budgetary forecasts
- Perform financial trend analysis, forecasting, planning and budgeting
- Conduct studies on fare policy impacts on ridership and agency budget
- Perform analyses and prepare reports for multiple purposes, including assessing and recommending service improvements and modifications to agency procedures and policies to improve efficiencies
- Analyze and prepare various monthly, annual and ad hoc reports

- Collect and analyze metrics to develop and implement improvements of reporting data quality and establishing goals/objectives to drive accountability and efficiency
- Maintain documentation of business processes, analytics and data sources for use in audits
- Monitor and analyze program expenditures for compliance with regulations and contractual agreements; provide expert guidance and assistance regarding proposed changes and/or upgrades to management information systems
- Participate in budget preparations and discussions, serving as a key liaison with key internal and external stakeholders

Knowledge, Skills and Ability

The following is representative of the knowledge, skills, and abilities and is not all inclusive of every position under this job description.

- Knowledge of accounting theory, principals, practices, and Generally Accepted Accounting Practices (GAAP)
- Knowledge of the methods and techniques used in data collection and complex analyses
- Ability to maintain accurate records
- Ability to perform complex mathematical computations
- Ability to handle multiple projects and requests concurrently
- Ability to gather, interpret, analyze, evaluate and present a variety of data in varied formats, solve problems and present alternatives
- Ability to establish and maintain effective working relationships with a variety of individuals such as employees, project managers, staff, consultants, vendors and the general public
- Skill in preparing and analyzing various financial and business analytics reports and recommending solutions to resolve issues/problems
- Skill in working with large data sets
- Skill in computer software programs in a Windows environment, particularly the Microsoft Office suite, with an emphasis on Excel, and related software programs
- Ability to keep up-to-date with market trends, emergent and innovative approaches to cost savings

Exercise of Discretion: The Business Analyst operates within a body of generally accepted principles, practices and procedures. The majority of the duties are accomplished by applying these principles and procedures to a known body of information.

Complexity and External Considerations: The Business Analyst handles a moderately complex portfolio. Attention to detail coupled with multiple priorities adds some complexity to the position. Projects often require partnership with many entities, disciplines and sectors which can complicate timelines and outcomes.

Supervision Received: The Business Analyst functions under direction from the Chief Innovation Officer but is expected to contribute to the determination of methods, overall strategies and work objectives. The Business Analyst must be able to manage time effectively and efficiently; and capable of working without constant oversight. Work is reviewed by the Chief Innovation Officer before being presented as final.

Minimum Qualifications

- Possession of a Bachelor’s degree in Business Administration, Economics, Statistics or related field
- Three to five years of experience analyzing business, data and financial programs, developing alternatives, and recommending sound solutions
- Three years of experience compiling, analyzing, and interpreting business and financial data and projecting trends
- Demonstrated proficiency in spreadsheet and database management.
- Experience with financial operating systems, preferably PeopleSoft Financial software.

Working Conditions

This position generally involves regular working hours and workdays, although scheduling conflicts, projects and/or emergency situations may require work beyond the standard workweek.

	Essential Personnel Policy DTC-001.05		FLSA
	Essential	X	Exempt
X	Non-Essential		Non-Exempt