

JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/jobs>
Employment Hotline 650-508-6308

January 13, 2023

TITLE: Senior Business Intelligence Analyst
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Finance
APPLICATION DEADLINE: **Sunday February 5, 2023**
PAY RANGE: \$2,117.09 - \$3,175.65 Weekly, \$110,089 – \$165,134 Annual
WORK LOCATION: San Carlos, CA

GENERAL: The Senior Business Intelligence (BI) Analyst reports to the Manager of Fare Program Operations and is responsible for gathering, reviewing, and analyzing data and creating reports and dashboards for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develop insightful and interactive business intelligence reports (KPI's, operating metrics, business metrics, ad-hoc reports), dashboards, and score cards.
- Perform root cause analysis of data to validate actual results and discover the "why" behind results of both internal and external data and processes to answer specific business questions and identify opportunities for improvement.
- Work with functional users and IT to ensure data integrity at all stages of the data pipeline, from source to user facing reporting.
- Actively identify and implement solutions to improve productivity, efficiency and value-add to the organization.
- Collaborate, develop and maintain relationships with teams across the organization to continuously support and identify opportunities to improve business decisions through analytics.
- Manage projects related to new system integrations and operational initiatives impacting Clipper and fare programs

EXAMPLES OF DUTIES:

- Responsible for gathering and reviewing data from various departments and ensuring the data is current and accurate.
- Collaborate with internal stakeholders and District's contractors and vendors.
- Create dashboards and metrics in Tableau that communicate and influence the organization by effectively presenting data in a compelling way.
- Assist with identifying business and operational questions that are essential to be answered using data analysis.
- Provide expert guidance on creating, interpreting, and communicating analytic models.
- Adding new data sources to BI as they are identified and prioritized.
- Present analyses to executives and other key stakeholders across various teams.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Gain an understanding of the Clipper next generation project and assist in project management
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to

- reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Manager of Fare Program Operations who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- A Bachelor's Degree in Computer Science, Mathematics, Finance, or related field,
- Three (3) years of full-time increasingly responsible work experience with data analytics and/or Business Intelligence.
- Experience with Python and SQL
- Knowledge of ETLs (extract, load, transform)

PREFERRED QUALIFICATIONS:

- BI front-end development experience with Tableau/ Power BI
- Experience planning and building data architecture
- Experience with data discovery and mapping from source to user facing reports.
- Experience supporting and working with cross-functional teams.
- Strong project management and organizational skills.

SELECTION PROCESS MAY INCLUDE:

The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process. Selected candidate must successfully complete a background investigation.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/jobs>

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| Holidays: | Seven (7) paid holidays, plus up to four (4) floating holidays per year |
| Paid Time Off: | Up to 26 days per year |
| Cafeteria Plans: | Medical, dental, vision care, group life insurance and more |
| Transportation: | Free Bus Transportation for employees and qualified dependents |
| Pension: | Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none">• Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation• New Members – 2% @ 62 benefit formula, 3 year average of highest compensation |

HOW TO APPLY:

- To apply, please visit the <https://www.samtrans.com/jobs>. Complete an online employment application by 11:59 p.m. on **Sunday, February 5, 2023**. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to recruitment@samtrans.com.
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.