JOB OPENING ANNOUNCEMENT

San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA  94070

Apply On-line at www.smctd.com/jobs.html

Employment Hotline 650-508-6308

December 30, 2019

JOB OPENING

TITLE: Business Intelligence Analyst III

EMPLOYMENT TYPE: Exempt

DIVISION: Finance (Financial Planning & Analysis)

APPLICATION DEADLINE: 4:30 pm on Friday, January 17, 2020

PAY RANGE: $1,730 - $2,595 per week ($89,949 – $134,924 estimated annual salary)

WORK LOCATION: San Carlos, CA

WORK SCHEDULE: Full-Time

JOB SUMMARY: The Business Intelligence Analyst III reports to the Manager of Financial Planning & Analysis (FP&A) 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.

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.
- Assist in 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.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Manager, FP&A who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. 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 years of full-time increasingly responsible work experience with data analytics and/or Business Intelligence.
Preferred Qualifications:

- BI front-end development experience with Tableau.
- Experience with Amazon Web Services (AWS).
- Experience with data analysis (Excel, Python, R) and data modeling.
- Knowledge of database systems, data pipelines and SQL skills.
- Knowledge of ETLs (extract, load, transform) and scripting.
- 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:
Applications will be screened for completeness and minimum qualifications.
Written and/or skills assessment examination.
Finalists will be interviewed by a screening and selection panel.
Background investigation.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
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<tbody>
<tr>
<td>Holidays</td>
<td>Seven paid holidays, plus up to five floating holidays per year</td>
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<tr>
<td>Time Off</td>
<td>Paid Time Off: up to 26 days per year</td>
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<tr>
<td>Cafeteria Plans</td>
<td>Medical, dental, vision care, group life insurance and more</td>
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<tr>
<td>Transportation</td>
<td>Free Bus Transportation for employees and qualified dependents</td>
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<td>Pension</td>
<td>Public Employees Retirement Systems (CalPERS) and Social Security</td>
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<td></td>
<td>- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation</td>
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<td>- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation</td>
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HOW TO APPLY:

Although we encourage applicants to apply online, we are still accepting paper applications.

- Apply 24 hours a day through our online application system at www.smctd.com/jobs.html or complete a SamTrans Employment Application per instructions printed on the application. You must submit a completed application to be considered for this position. Incomplete or late applications will not be considered.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at www.smctd.com/jobs.html. When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Whether applying online or with a paper application, your completed application package must be received by the District’s Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.
- You may call (650) 508-6308 to verify your online or paper application has been received.

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 call (650)508-6308. SamTrans is an Equal Opportunity Employer.