

Staff Analyst POSITIONS & JOB DESCRIPTIONS

| Position | Dept | Position Description |
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| 1 | Infrastructure | The selected candidate will assist Infrastructure management with the production of reports and organize responses from the subdivisions. Responsibilities will include but are not limited to: Handles all pass requests and parking permit requests. Ensure that capital contracts sent to Infrastructure are reviewed and approved in a timely manner. Facilitate Infrastructure's monthly Work Order meetings and its accompanying report. Assist in the production of monthly budget reports and yearly Organizational Chart development. Produce monthly Stop Card Reports for Structures and Facilities. Track OT usage for Hydraulics and Subway Operations. Distribute weekly Service Plan - G.O. report to Infrastructure staff. Handle all requests regarding new and existing phone service. Overseeing and providing back up for the Monthly CIO Report and, other duties as assigned. |
| 2 | Car Equipment | This position is critical to ensure the administrative, operational and technical functions undertaken will support Car Equipment/Work Equipment to meet the goals and mandates of the division. The incumbent will be responsible for timekeeping and payroll processing, PeopleSoft queries and data entry, the collection and distribution of information related to safety reports, forecasting, asset management and manpower. The position will work closely with supervision and management to ensure mandated training and certifications are met to meet rules, regulations and policies set forth. |
| 3 | Car Equipment | The selected candidate will maintain electronic data bases and files pertaining to all DCE vehicles (Fuel Reports, weekly mileage sheets , vehicle inspections, Fuel card distribution, etc.). Coordinate the repair/replacement of computer hardware, printers and telephones installed in DCE Emergency Response 57 field locations and ERU Facility, maintain related database. Ordering of supplies and material for DCE Emergency Response. Responsible for tracking and ensuring all Dept. of Traffic Summons issued to DCE vehicles are paid in a timely manner or dismissed. (Red light violations, Speed Zone violations Parking tickets etc.). Liaison to the Office of Labor Relation, Step One Hearing officer responsible for the tracking and processing of Disciplinary Actions, and employee complaints/investigations. Maintain electronic data bases and files related to Supervisory field inspection and RCI inspections Perform Sick Counseling meeting and track employee lateness and absences. |
| 4 | RTO | The incumbent will be responsible for support of all administrative and budget related functions, including but not limited to expense tracking/monitoring, Capital Projects, TA Labor reports, UTS download analysis, overtime tracking, Work Program review / FTE calculations, hiring review / input. Project review, request/extend reimbursable headcount/funding, prepare budget requests, and budget entries. Fan Plant, Force Accounts, Cost Verification review, job numbers requests/analysis, and utilization. Ad hoc requests / division support as requested/needed. |