

Business Analyst - Operations

Port Authority is seeking a Business Analyst – Operations to be primary responsibility to elicit, analyze, validate, specify, verify, and manage the project requests from stakeholders, within Operations, for both the Transportation and Maintenance Divisions. The business analyst serves as an assistant to the Chief Operating Officer – Maintenance and is a conduit between Operations and Finance. The Business Analyst is also responsible for generating and compiling reports based on the findings, complete with probable causes and possible solutions to departmental issues. Performs basic budgeting and accounting functions; conducts financial, statistical, and analytical studies; prepares and assists in the preparation of financial reports, statements, performs related duties as required.

Essential Functions:

- Works with the Deputy Chief of Transportation, Deputy Chief of Maintenance, and both Chief Operating Officers to document the department's vision, project scope, and financial budgeting on actuals vs. budget. (2)
- Elicit requirements for assignments, initiatives, or projects by using interviews, document analysis, business process descriptions, use cases, scenarios, event lists, business analysis, competitive product analysis, task and workflow analysis, and/or viewpoints.
- Participate in department meetings to prioritize projects / initiatives.
- Enter, manipulate, and report specific data to Operations according to standard templates, using Key Metrics.

Job requirements include:

- High School Diploma or GED.
- Bachelor's degree in Transportation, Business Administration, Data Analytics, Public Administration or related field from an accredited college or university. Directly related experience may substitute for education on a year-for-year basis.
- Comprehensive knowledge of transportation operations, project management techniques, and financial budget review for a transit environment with a minimum of three (3) years of experience.
- An understanding of contemporary requirements, analysis, specification, verification, and management practices and the ability to apply them in practice; familiarity with requirements engineering books and resources
- Effective oral and written communication skills, and the ability to establish and maintain effective working relations with employees, senior management, Board members, regulatory authorities, and the public.
- High level of analytical and creative skills and the ability to find solutions to moderately complex interpersonal, professional technical and administrative problems.
- Ability to effectively work as a team player
- Ability to write basic SQL queries to analyze large datasets
- Ability to work independently.
- Ability to work through complex problems.
- Demonstrated ability in the use of Windows and Microsoft Word and Excel.
- Ability to generate presentations for Staff and Board of Directors.
- Demonstrated ability as a self-starter, responsive to organizational needs, committed to excellence and focused on balancing risk and innovation.

Preferred attributes:

- A minimum of three (3) years of experience working with public agencies, preferably the City of Pittsburgh, Penn DOT, Allegheny County and Local Municipalities in the coordination of mass transit service.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Robyn Taylor
Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
RTaylor@portauthority.org

EOE