



JOB TITLE:	SENIOR BOARD ANALYST	DIVISION:	DISTRICT – DISTRICT SECRETARY’S OFFICE
REPORTS TO:	SECRETARY OF THE DISTRICT	EEO CATEGORY:	02-PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general direction of the Secretary of the District, performs complex and highly analytical work for the Secretary of the District, members of the Board of Directors and associated committees. Departmental lead on government tort claims, legal documents and communications and participating in complex, sensitive, and detailed analytical work in the areas of budgets, historical preservation and economic, regulatory and administrative policy. Provides internal customer service by assisting managers and executive level staff in complex analysis. This position requires a high degree of accuracy, discretion, confidentiality, excellent communication skills, and robust customer service skills.

Essential Responsibilities

- Serves as the primary analytical support to the District Secretary
- Interprets meeting proceedings and prepares draft meeting minutes, with minimal oversight and as assigned, may attend meetings in the absence of the District Secretary
- Performs legal functions of the office and guidance to office staff in the absence of the District Secretary
- Performs a wide variety of complex legal analysis, research and briefings about claims for the District, Bridge, Bus and Ferry Divisions, and works with legal counsel in the areas such as government tort claims, subpoenas, Brady requests, small claims and lawsuits
- Provides a wide variety of complex, confidential analytical duties in support of the District Secretary, Board of Directors, and standing Board committees
- Independently composes, researches, compiles, summarizes, and prepares a variety of complex correspondence, reports and documents; reviews finished materials for completeness and accuracy; ensures documents comply with District standards, policies and procedures
- Perform special studies for the District, and coordinates assigned activities with other District departments, and divisions, and outside entities
- Independently responds to and resolves difficult and sensitive citizen inquiries and complaints
- Coordinates and assists in the development of the annual budgets of the Board and District Secretary’s Office and monitors, reviews and approves department expenditures, and performs financial analysis for budgetary purposes
- Assists the District Secretary with providing direct support in varied, analytical administrative projects related to the Board and its committees
- Independently prepares and presents a variety of oral and written reports, correspondence, and statistical analyses with extreme attention to detail and accuracy



- Works with Procurement to select vendors and purchase department services as needed for projects, and participates on panels for various District procurements especially those related to the District's third party administrators for public liability and workers compensation, insurance advisors and e-document conversion
- Participates in planning and executing Board events and maintaining key Board documents such as *Rules of the Board*, *Master Ordinance* and record of the Board's proceedings
- Autonomously draft client correspondence and legal documents, using proper format and appropriate language and content
- Oversees newspaper advertisements for public hearings/meetings
- Monitors activities and ensures maintenance of files related to insurance and accident claim matters to fulfill department records retention schedule
- Engages with a wide variety of District representatives including the Board of Directors, Executive Team, mid-managers and staff in a wide variety of roles including those engaged in specialized trades
- Performs additional related duties as assigned
- Regular and reliable performance and attendance is required

Required Knowledge, Skills and Abilities

Working Knowledge of:

- Liability claim principles, methods and systems especially those outlined in the District's procedures for handling claims, lawsuits and subpoenas;
- Government and District records retention principles, methods, and systems;
- Principles and practices of records retention practices and administration, and the ability to understand pertinent federal, state, and local regulations that govern District records being retained;
- Archival and ERMS principles, methods, and systems;
- Principles and practices of communication in a clear, concise and grammatically correct fashion; and
- Numerous software programs including Microsoft 365 (Word, Excel, Outlook, PowerPoint and Teams), ability to learn and become a "power" user of District's customized ERMS OnBase and financial applications such as Maximo, Finance Enterprise and Bonfire, and understanding of database use and queries.

Ability to:

- Reason logically and creatively as well as utilize a variety of analytical techniques to resolve complex and specialized managerial issues.
- Develop sound solutions to management problems.
- Persuade, justify, and project consequences of decisions and/or recommendations.
- Consult with and advise management on a wide variety of issues.
- Deal tactfully and persuasively with others in controversial situations.
- Plan, organize, and conduct work assignments under minimal direction.
- Collect, interpret, and evaluate data of a complex and specialized nature.
- Identify issues and solutions to complex administrative and technical issues.
- Use excellent written and oral communication skills.
- Demonstrate strong management and organizational skills; critical and analytical thinking; and time management abilities.



- Collect, synthesize, and analyze a wide variety of information while using discretion.
- Plan, prepare, review, and present clear and concise findings and reports to other departments, legal counsel and outside entities.
- Maintain effective professional relationships at all organizational levels, with District Officers, managers, and with other agencies.
- Demonstrate business acumen, integrity, and good judgment.
- Effectively use personal computer and learn software applicable to the department.
- Demonstrate strong customer service skills.
- Lead and/or support department staff to complete complex, long-term projects.
- Work in a team environment as well as independently; and in a fast-paced environment.
- Follow the safety and health rules and safe working practices applicable to the job.

Minimum Qualifications

Education and/or Experience:

A combination of college level training and position related experience equivalent to:

- Bachelor's degree in Public Administration, Business Administration, humanities, or related field from an accredited college or university. Master's degree in a related field is highly desirable. Additional qualifying position-related experience may be substituted on a year-for-year basis in lieu of the education requirement.
- 5 years of progressive full-time, recent position-related experience in Board management, legal analysis, risk management, records retention, electronic records management systems, project management or relevant transferable area of analysis.
- Excellent written and oral communication skills; strong management and organizational abilities; critical and analytical thinking, and time management abilities.
- Supervisory experience and public sector experience is desirable.
- Principles, procedures, and methods of government records retention is desirable.
- Experience in utilizing and designing enterprise-wide records management systems and overseeing an E-Document Conversion project is desirable.

Required License:

Ability to become a Notary Public within the first six (6) months of employment.

Physical Requirement:

Must have sufficient strength to lift and carry boxes of materials weighing up to 30 pounds. Must be flexible in working to meet short turnaround deadlines. Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.