

**BART Agreement Number: 6M8146**

**Approval Date: 12/07/22**

**Work Plan No. A.03-02 CBTC 49GH004 Office Engineer Support for Track Allocation**

**Scope:**

Performs a variety of professional level activities in support of department or division activities and functions; makes recommendations and assists in policy and procedure implementation; assists in administrative, systems, statistical and other management analyses and monitoring support; and performs related work as assigned.

The roles and responsibilities are as follows:

1. Assists in planning and organizing operational, administrative or management studies/projects related to the activities of the department assigned.
2. Assists with problem identification and determining analytical techniques and information gathering processes and obtains required information and data for analysis.
3. Under the direction of a manager, analyzes alternatives and makes recommendations regarding such areas as organizational structure, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications, etc.
4. May be involved in discussions with management staff and assists with preparation of study conclusions, developing implementation plans and assists in implementing policy and procedural.
5. May assist in conducting a variety of special projects and/or programs.
6. May assist in analyzing and monitoring the annual department budget.
7. Be aware of the Integrated Schedule for project that includes design and construction and all District activities.
8. Interacts with other District departments, other transit or governmental agencies, vendors and others depending on the nature of the project to which assigned.
9. Prepares technical reports and correspondence and other written materials.
10. May direct the work of clerical support staff on a project or day-to-day basis.

**Prime: Parsons Transportation Group**

**Subconsultants: None**

**Total Work Plan Value: \$ 177,136**