



Bay Area Rapid Transit

Invites applications for



Chief Performance & Audit Officer

\$147,316—\$228,343 / Annually

An Equal Opportunity Employer - BART is an equal opportunity employer. Women, minorities, and persons with disabilities are encouraged to apply.

www.bart.gov/jobs

THE DEPARTMENT

BART's Executive Office of Performance and Budget is responsible for the activities and operations of Budgets, Financial Planning, Performance and Audit, and the Clipper program.



THE POSITION

BART is currently recruiting to fill the Chief Performance and Audit Officer position. This position plans, directs, and oversees the activities and operations of the new Office of Performance and Audit and will be tasked with developing a new performance analytics unit within the department. The incumbent will serve in a prominent District leadership capacity to continuously monitor, manage and improve business performance across District departments; coordinates internal and external operational and financial audits; provides highly responsible and complex administrative support to the Office of the General Manager and the Assistant General Manager of Performance & Budget; and performs related duties as assigned.

This position assumes full management responsibility for all executive office services and activities including:

- Assumes full management responsibility for departmental services and activities including coordination of internal and external performance, operational financial and other assessment and audit activities; recommends and administers policies and procedures; conducts follow-up status reporting; engages in peer review; develops and directs best practices, audit guidelines and other standards related to business/operational performance management.
- Plans, directs and coordinates annual and long-range work plans based on risk assessment, complaint investigations, and solicited and voluntary input from stakeholders; manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Directs performance management and assessment activities, such as management and divisional audits, best practices and benchmarking audits, organizational and staffing audits, effectiveness and efficiency assessments.
- Directs operational audits, such as audits of maintenance, procurement, grants and capital management, overtime and staffing and other ad-hoc assessments.
- Directs standard audit activities such as compliance audits, oversight and coordination of contracted audits including regulatory and certain revenue audits; ensures propriety and fiscal integrity of District operational and financial assets, transactions and programs.
- Facilitates and coordinates with other strategic performance areas of the District, such as Asset Management and Strategic & Policy Planning.
- Prepares and reviews reports of performance assessments and audits, including recommendations, and distributes to executive management, Board of Directors and other stakeholders.
- Directs staff in auditing information technology within the District, such as system security, design, controls, disaster recovery, and integrity and accuracy of system data and reporting.
- Prepares and reviews reports of performance assessments and audits, including recommendations, and distributes to executive management, Board of Directors and other stakeholders.
- Stays abreast of legislation, trends and developments in areas related to performance, operational and financial audits and assessments; evaluates impact within the District and integrates into existing procedures.
- Establishes within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Represents the Office of Performance Management & Audit to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Provides staff assistance to the Office of the General Manager and the Assistant General Manager of Administration & Budget; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence

BAY AREA RAPID TRANSIT



Careers at the San Francisco Bay Area Rapid Transit District (BART) offer the satisfaction of providing an invaluable public service, while accomplishing your own career goals, earning highly competitive pay, and enjoying an unparalleled benefits program. BART, one of America's premier heavy rail public transit systems, is located in the San Francisco Metropolitan area. With over 3,500 employees and an operating budget in excess of \$900 million annually, and headquartered in the heart of downtown Oakland, California, BART has a service area covering the 4 county area of San Francisco, San Mateo, Alameda and Contra Costa, a total population of over 4 million people. BART's current fleet of 669 railcars allows it to achieve an average weekday ridership of over 430,000 passengers throughout its 46 stations. BART, a wonderful career opportunity.

MINIMUM QUALIFICATIONS

Education: A Bachelor's degree in business administration, public administration, accounting, finance or a closely related field from an accredited college or university. A master's degree in a similar field is preferred.

Experience: Six (6) years of (full-time equivalent) verifiable professional financial and operational audit and business performance management experience which must have included at least three (3) years of management and administrative responsibility.



Other Requirements: Possession of a valid certificate as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) is desirable.

Substitution: Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

HOW TO APPLY

If you are interested in this outstanding opportunity, please contact Mr. Gregg A. Moser at gmoser@krauthamerinc.com.

SELECTION PROCESS

Applications will be screened to assure that minimum qualifications are met. Those applicants who meet minimum qualifications will then be referred to the hiring department for the completion of further selection processes.

The successful candidate must have an employment history demonstrating reliability and dependability; provide copies of certificates, diplomas or other documents as required by law, including those establishing his/her right to work in the U. S.; pass a pre-employment medical examination which includes a drug and alcohol screen, and which is specific to the essential job functions and requirements. Pre-employment processing will also include a background check. (Does not apply to current full-time District employees unless specific job requires additional evaluations).



Bay Area Rapid Transit
Human Resources Department
300 Lakeside Drive, 20th Floor
Oakland, CA 94612

510.464.6112 ph
510.464.6254 fax
www.bart.gov/jobs

BENEFITS

RETIREMENT PROGRAMS

BART's pension plan is through the California Public Employees' Retirement System (CalPERS), and provides for a 2% @ 62 retirement formula for new employees who are also new to public retirement systems. Newly hired Employees who are members of CalPERS or a reciprocal retirement system, and who qualify as defined by CalPERS will receive the 2% @55 formula.

Deferred Compensation Plan (IRC 457) is offered.

BART does not contribute to Social Security. However, BART contributes to Money Purchase Pension Plan on behalf of the employee.

MEDICAL BENEFITS

Choice of HMO & PPO through CalPERS. For most plans, you only pay a monthly premium of \$143.93 for you and your dependents.

DENTAL BENEFITS

Coverage is \$2,000 per person per calendar year with no deductible. Covered services are generally provided at 90% and 100%. Orthodontia—lifetime max of \$3,500. Premium paid by BART.

VISION BENEFITS

Premium for basic plan is paid by BART. and enhanced plan available.

VACATION

Three weeks of paid vacation after 1 year of service. Four weeks after five years of service. Five weeks after 15 years of service. Six weeks after 19 years of service.

HOLIDAYS

Nine paid statutory holidays per year
Five floating holidays per year

SICK LEAVE

Twelve days per year

LIFE INSURANCE

Coverage is two times annual base salary. Premium paid by BART. Optional coverage available

DISABILITY BENEFITS

Premium for long and short-term disability are paid by BART. Optional coverage available.

OTHER BENEFITS

Education Assistance Program
Employee Assistance Program
Free BART Transportation

Note: Benefits are subject to change.