

## Job Description

**Job Title:** Operations Research Analyst  
**Job ID:** 220501  
**Location:**  
**Full/Part Time:** Full-Time **Posting Open-Close** 06/22/2022 - 07/12/2022  
**Regular/Temporary:** Regular **Union** NRP

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### Job Description

Are you looking to join a team that is at the center of planning and overseeing Metro's \$2B annual capital budget and \$12B six-year capital program? The Office of Capital Program Management (OCPM) is looking for candidates at the intermediate-level to help develop the capital program and perform data analysis to help Metro leadership make key investment decisions. This is a fantastic opportunity to be involved in the decision-making process, utilize problem solving skills, and collaborate with project managers, asset owners, and other stakeholders across Metro. The experienced candidate will:

- Play a key role in the annual capital planning process for a select group of investment types
- Meet with stakeholders across the organization to discuss capital investment needs and potential gaps
- Contribute to key documents to communicate the results of the capital programming process
- Facilitate the effective flow of capital program communication during the annual capital planning process

Interested candidates will be able to communicate and coordinate effectively and be able to use analytical tools to evaluate investment needs. Ideal candidates will have capital project, financial, or program, budgeting, and asset experience. Additionally, candidates will have experience analyzing complex projects and/or have experience using analytical processes to support the identification and planning of projects to address capital needs. Familiarity with capital program management and other capital asset infrastructure activities (at the state, local or federal levels), such as programming, planning, and budgeting would be an advantage.

### MINIMUM QUALIFICATIONS

#### Education

- Bachelor's degree in Statistics, Business Administration or related field

#### Experience

- One (1) year of work experience (including internships) performing Data Science, Statistical or Industrial Engineering related work activities

#### Certification/Licensure

- N/A

#### Preferred

- Master's Degree
- Project Management Professional (PMP) Certification

### Medical Group:

Satisfactorily complete the medical examination for this position, if required. The incumbent must be able to perform the essential functions of this position either with or without reasonable accommodations.

### SUMMARY

As a member of the Executive Vice President's Strategy, Planning and Program Management Strategic Initiatives team, the Operations Research Analyst works on key strategic projects that seek to secure long-term improvements across all WMATA departments. The job involves research, analysis, solution design, implementation and evaluation of process improvement projects in support of operational departments. The incumbent is required to build relationships at all levels of the Authority in order to secure lasting improvements in the way the Authority operates..

### ESSENTIAL FUNCTIONS

- Gathers a broad range of quantitative and qualitative data using data collection methods suitable for the specific business environment, including surveys, workshops, interviews, and task analysis in order to build a deep understanding of business problems.
- Conducts analysis of quantitative and qualitative data to identify the root causes of a variety of business problems.
- Converts findings from analyses into actionable recommendations and implementable solutions.
- Produces a high volume of high-quality documents to support the design, communication and implementation of findings and recommendations, including

but not limited to business process maps, slide presentations, dashboards, policies and procedures.

- Coordinates the execution of tasks and deliverables across projects in order to convert evidence-based research findings and recommendations into implemented solutions that are beneficial to the organization. This includes but is not limited to research, analysis, stakeholder engagement, implementation, change management, evaluation and monitoring.
- Builds and manages relationships with a broad range of stakeholders and partners at all levels of the organization, enabling deep understanding of business problems and implementation of lasting solutions.

**The essential duties listed are not intended to limit specific duties and responsibilities of any particular position. Nor is it intended to limit in any way the right of managers and supervisors to assign, direct and control the work of employees under their supervision.**

#### Evaluation Criteria

Consideration will be given to applicants whose resumes demonstrate the required education and experience. Applicants should include all relevant education and work experience.

Evaluation criteria may include one or more of the following:

- Skills and/or behavioral assessment
- Personal interview
- Verification of education and experience (including certifications and licenses)
- Criminal Background Check (a criminal conviction is not an automatic bar to employment)
- Medical examination including a drug and alcohol screening (for safety sensitive positions)
- Review of a current motor vehicle report

#### Closing

WMATA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other status protected by applicable federal law.

This posting is an announcement of a vacant position under recruitment. It is not intended to replace the official job description. Job descriptions are available upon confirmation of an interview.

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