



**ALAMEDA COUNTY
TRANSPORTATION COMMISSION**

Senior Program Analyst - Project Controls HR20-01



DEADLINE TO APPLY FOR HR20-01

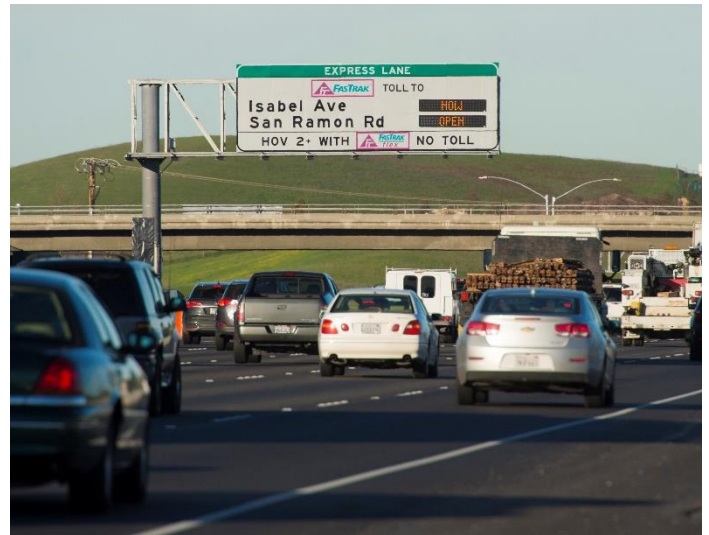
This recruitment will remain open until filled. Candidates are encouraged to apply early in the process for optimal consideration.

The first review of resumes will take place on March 19, 2020.

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THE OPPORTUNITY

Under direction of the Director of Programming and Project Controls, the Senior Program Analyst will perform project controls work related to the management, planning, and delivery of transportation projects and programs; provide project management, project controls and administration, including budget development and contract management; perform database management; provide complex and specialized professional staff assistance to the Director of Programming and Project Controls in areas of expertise; and perform related work as required.



THE ORGANIZATION

The Alameda County Transportation Commission (Alameda CTC) is a joint powers authority that plans, funds and delivers transportation programs and projects that expand access and improve mobility in Alameda County. Alameda CTC was created by the merger of the Alameda County Congestion Management Agency (ACCOMA) and the Alameda County Transportation Improvement Authority (ACTIA) in order to allow for better coordination of transportation planning and programming within the County, as well as position Alameda County jurisdictions and transit agencies to better compete for limited state and federal transportation dollars.



THE AREA

Alameda County is the geographic center of the San Francisco Bay Area, located east of the San Francisco Bay, extending to Livermore in the East and from Albany in the North to Fremont in the South. Alameda County encompasses 813 square miles of land and has a population in excess of 1.6 million, making it the second most populated county in the Bay Area.



THE IDEAL CANDIDATE WILL HAVE:

- A strongly developed understanding of project controls, project cost controls, project monitoring and reporting.
- Knowledge and understanding of principles, practices, policies and procedures of transportation fund programming for Local, Regional, State and Federal funding.
- A strong understanding of principles and practices related to project management and project controls, including financial analysis, forecasting, cashflow and budget development, and administration.
- An understanding of database management and systems development principles.
- An understanding of project phases related to capital projects.
- Experience utilizing the principles and practices of budget development, monitoring and control.
- Knowledge of contract management principles and practices in a public agency setting.
- Ability to make presentations and effectively communicate in person, over the telephone, and in writing.
- Ability to establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES

- Operates and Manages project controls database; researches, analyzes, and provides input to implement changes to database and other programs, in coordination with database administrator, as needed; provides input to develop and modify customized fiscal and project reports; ensures and verifies accuracy of information.
- Reviews and analyzes periodic project reports and reimbursement requests to determine appropriateness for project; analyzes variances; requests corrective action as needed.
- Ensures project control plan is followed throughout the life of each project, develops cash flow analysis, schedule, and projection for projects and programs.
- Provides input and has the ability to make recommendations toward the development of Alameda CTC's Strategic Plan, annual report, countywide transportation plan, strategic analysis reports, and other special studies related to programming and project delivery.
- Researches, analyzes, and reports a variety of program data and statistics to local, state, and federal agencies to ensure program compliance with policies, procedures, and legal and regulatory requirements.
- Makes presentations to the public, community groups, partner agencies, various committees, elected boards, and the Commission.
- Designs, creates, and edits a variety of public information and outreach materials to support assigned transportation programs.
- Participates on and provides staff support to assigned advisory committees; prepares committee meeting agendas, staff reports, and meeting notes; presents committee recommendations to the Commission.
- Performs other duties as assigned.

QUALIFICATIONS

- Equivalent to graduation from an accredited four-year college or university with major coursework in transportation planning, engineering, project management, business administration, or a related field.
- Five (5) years of increasingly responsible experience managing transportation projects and/or programs.
- Possession of, or ability to obtain, a valid California Driver's License by time of hire.

COMPENSATION AND BENEFITS

The annual salary range is \$94,363 to \$122,672, depending on qualifications and experience. The Alameda County Transportation Commission offers a generous benefits package:

- Cafeteria Plan which employees can use to choose the following:
 - Health, Dental, and Vision Insurance; and
 - Life, AD&D, and Long-term and Short-Term Disability Insurance.
- Retirement Program in the California Public Employee Retirement System (CalPERS):
 - Classic Member (current member of CalPERS) - 2.5% at age 55 (employee contributes 3%)
 - New Member (under new PEPRAs laws) – 2% at age 62 (employee contributes 6.25%, subject to change by CalPERS at the beginning of each fiscal year)
- Vacation Leave: Starts at 10 days per year and increases based on years of service.
- Sick Leave: Accrued at 1 day per month.
- Holidays: 11 paid holidays, plus 2 floating holidays, per year.
- Other benefits include transit subsidy, flexible spending accounts, tuition assistance, etc.



THE ORGANIZATION

To apply for this opportunity, please visit the Alameda CTC website at <https://www.alamedactc.org/get-involved/careers-jobs/> to download an application. Please submit a cover letter, resume, and application by email to recruitment@alamedactc.org. Alternatively, you can mail the completed application materials to:

Attn: Recruitment
Alameda CTC
1111 Broadway, Suite 800
Oakland, CA 94607

Incomplete applications will not be considered.

This recruitment will remain open until filled; however, candidates are encouraged to apply early in the process. The first review of resumes will take place on March 19, 2020.

Alameda County Transportation Commission is an equal opportunity employer encouraging workforce diversity.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.

