



## ALAMEDA COUNTY TRANSPORTATION COMMISSION

# Senior Program Analyst – Programming

## HR22-05

### DEADLINE TO APPLY

The submission deadline for the first review of resumes is **July 31, 2022**. However, this recruitment will remain open until filled.

Candidates are encouraged to apply early in the process for optimal consideration.



THIS PAGE IS INTENTIONALLY LEFT BLANK

## THE OPPORTUNITY

Under the direction of the Director of Programming and Project Controls, the Senior Program Analyst will:

- Manage local, regional, state and federal transportation funding programs, including ensuring program compliance, monitoring delivery deadlines, and preparing budget, reports and funding agreements;
- Monitor state, regional, and federal requirements, procedures, and regulations to keep Alameda CTC and its partner agencies up-to-date on funding opportunities and compliant with program requirements;
- Develop programming principles, fund estimates, and policies and procedures for Alameda CTC-administered fund sources;
- Work with partner agencies and funding agencies to facilitate project development, funding approval, and implementation;
- Prepare written correspondences and presentations to partner agencies, advisory committees, and the Commission; and
- Perform related work as required.



## 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 ORGANIZATION

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 and the Alameda County Transportation Improvement Authority 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.

**Together, We Deliver Excellence.** Alameda CTC is invested in making a positive impact. Our staff values a nurturing environment with visionary thinking to deliver our mission. We embrace the diversity of our vibrant teams and actively collaborate toward our common goals. Staff at Alameda CTC advance inclusivity and trust through open, honest, and respectful communication. Our culture is built together, day by day, in every action we take.

**We Are, Who We Serve.** Alameda CTC is committed to serving the people of Alameda County. We aspire to be people-centric by celebrating those who bring their authentic selves to work and we support the needs of our very diverse communities. We strive to cultivate opportunities that address historical inequities by inviting and engaging multiple perspectives. We set the standard for diversity, equity, and inclusion and our leadership cultivates a workplace that empowers staff to reach their potential.



## THE IDEAL CANDIDATE WILL HAVE:

- Knowledge of local, regional, state and federal funding programs such as Alameda County's transportation sales tax programs, Transportation Fund for Clean Air, State Transportation Improvement Program, Surface Transportation Block Grant Program and Congestion Mitigation and Air Quality Improvement Program.
- Knowledge of transportation programming principles, call for projects practices, budgeting and fund management procedures for local, regional, state and federal funding.
- Experience with the responsibilities of a County Transportation Agency (CTA), including coordinating with Metropolitan Transportation Commission (MTC), Bay Area Air Quality Management District (BAAQMD), Caltrans Local Assistance, and California Transportation Commission (CTC), ideally gained from either working for or coordinating with a CTA.
- The capability to interpret, apply, explain, and ensure compliance with local, regional, state and federal policies, procedures, laws, and regulations related to transportation programming and funding administration.
- A solid understanding of the relationship between planning, programming and project implementation.
- The ability to perform complex data analytics through spreadsheets and written and verbal reports.
- The skill to make clear and concise presentations and effectively communicate ideas and recommendations in person, over the telephone, and in writing.
- Experience coordinating with local, regional, state and federal agencies related to transportation funding, programming processes, and grant administration.

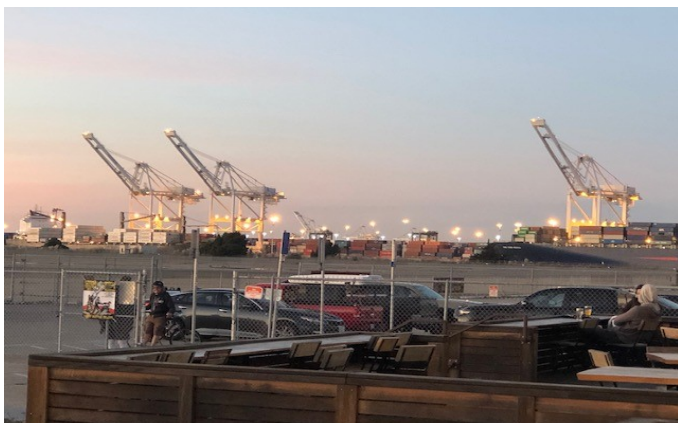
## EXAMPLE OF ESSENTIAL RESPONSIBILITIES

- Review and analyze local, regional, state, and federal funding program requirements and legislation to ensure Alameda CTC's compliance with current programming and allocation policies, requirements, and standards of such programs.
- Manage local, regional, state and federal funding including monitoring program deadlines, agreement preparation, contract compliance, tracking expenditures, and performance analytics.
- Manage, implement, and monitor regional, state, and federal discretionary grant programs.
- Coordinate with local, regional, state and federal partner agencies which include local jurisdictions, CTAs, BAAQMD, MTC, Caltrans and CTC.
- Administration of the federal Transportation Improvement Program (FTIP), including data entry and processing amendments.
- Assist Alameda CTC and local agencies in the delivery of transportation projects through the approval, funding, and regulatory processes of state and federal programs.
- Develop programming procedures, processes, funding estimates, guidelines, and policies for funds administered by Alameda CTC through its Comprehensive Investment Plan.
- Coordinate and perform complex administrative work including developing reporting mechanisms, forms, monitoring tools, and completing funding applications, summary reports, and documents.

- Develop presentations, written and verbal reports, and recommendations to Alameda CTC staff, the public, community advisory committees, and the Commission.
- Provide input and 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.
- Administer assigned program and project budgets; monitor cash flow and expenditures; identify and recommend resolutions for budgetary issues; update budget summaries as needed.
- Provide information and assistance to the public and interested parties related to assigned area(s) of responsibility; review issues of concern and recommend corrective actions.

## QUALIFICATIONS

- Equivalent to graduation from an accredited four-year college or university with major coursework in transportation planning, project management, business administration, public administration, or a closely related field.
- Five (5) years of increasingly responsible experience managing transportation projects and/or programs.
- All employees are required to provide proof of COVID-19 vaccination and booster shot. Employees with an approved exemption for medical or religious reasons will be subject to weekly COVID-19 testing.



## COMPENSATION AND BENEFITS

The annual salary range is \$100,110 to \$130,143 depending on qualifications and experience. Annual salary ranges are scheduled to be updated effective July 1, 2022. See details at the following link: [https://www.alamedactc.org/wp-content/uploads/2021/11/8.2\\_COMM\\_Staff\\_and\\_Retiree\\_Benefits\\_2022\\_20211202.pdf](https://www.alamedactc.org/wp-content/uploads/2021/11/8.2_COMM_Staff_and_Retiree_Benefits_2022_20211202.pdf)

Alameda County Transportation Commission offers a generous benefits package including:

- 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 (member of CalPERS prior to January 1, 2013) – 2.5% at age 55 (employee contributes 3%)
  - New Member (under new PEPRAs laws) – 2% at age 62 (employee contributes 6.75%, this amount is subject to change at the beginning of each fiscal year per CalPERS calculations)
- 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 two (2) floating holidays, per year.
- Other benefits, including transit subsidy, flexible spending accounts, tuition assistance, etc.

## TO APPLY

To apply for this opportunity, please visit the Alameda CTC website and download an application at:

<https://www.alamedactc.org/get-involved/careers-jobs/>

Complete application packets must include a cover letter, resume, and application by email to [recruitment@alamedactc.org](mailto:recruitment@alamedactc.org). As an alternative, 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 for optimal consideration. The deadline for submissions for the first review of resumes will be on **July 31, 2022**.

Alameda CTC is an equal opportunity employer encouraging workforce diversity and is committed to ensuring that no person is excluded from participation in, denied the benefits of, or discriminated against under its hiring activities on the basis of race, color, creed, sex, gender, religion, marital status, registered domestic partnership status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation, gender identity/gender expression, or medical condition including genetic characteristics. Title VI of the Civil Rights Act of 1964 provides protections against discrimination based on race, color and national origin; and 49 United States Code Section 5332 provides additional protections against discrimination based on religion, national origin, sex, disability, or age.

Employment at Alameda CTC is at-will.

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





