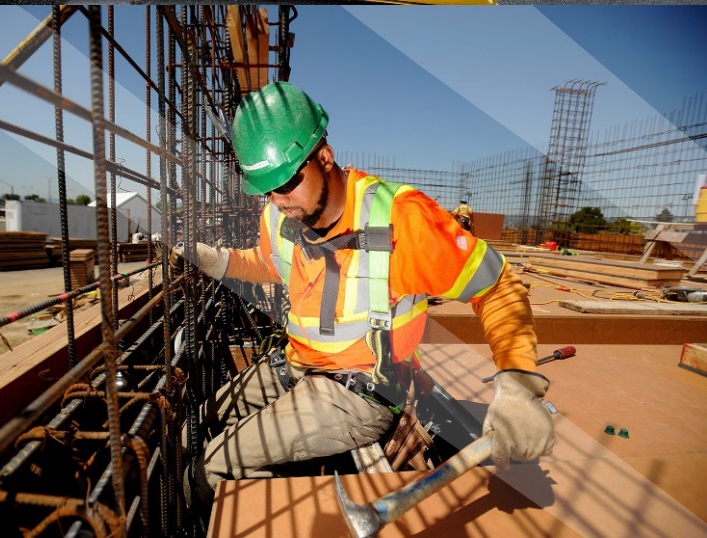




**ALAMEDA COUNTY
TRANSPORTATION COMMISSION**

SENIOR PROGRAM ANALYST – PROGRAMMING HR26-07

DEADLINE TO APPLY

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
August 3, 2026**

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 compliance with program requirements, monitoring funding requirements, monitoring project delivery schedules, and preparing budgets, reports, and funding agreements.
- Monitor and interpret state, regional, and federal regulations and guidelines to ensure Alameda CTC and partner agencies remain informed of funding requirements, opportunities and comply with applicable requirements.
- Coordinate with partner and funding agencies to support project development, secure funding approvals, and facilitate timely implementation of projects.
- Support the development of funding estimates, projections, plans, guidelines, programming documents, grant applications, and allocation strategies.
- Prepare and deliver written correspondence, reports, and presentations for partner agencies, advisory committees, and the Commission.
- Perform related duties as assigned.



THE ORGANIZATION

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 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.

Equity. Alameda CTC recognizes inequities in marginalized communities and is committed to advancing racial, socio-economic, and environmental justice to maintain the diversity of our communities. Alameda CTC adopts and implements deliberate policies, systems, and actions to deliver transportation funding, projects and programs that result in more equitable opportunities and positive outcomes for marginalized communities.

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 821 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:

- Comprehensive knowledge of programming 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.
- Experience with the responsibilities of a County Transportation Agency (CTA), including coordinating with Metropolitan Transportation Commission (MTC), Bay Area Air District, 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.
- Knowledge of transportation programming principles, call for projects practices, budgeting and fund management procedures for local, regional, state and federal funding.
- A well-developed understanding of the relationship between planning, programming and project implementation.
- Experience coordinating with local, regional, state and federal agencies related to transportation funding, programming processes, and grant administration.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES

- Analyze and interpret local, regional, state, and federal funding regulations and legislation to ensure Alameda CTC's compliance with applicable program requirements, policies, and standards.
- Oversee the administration of local, regional, state, and federal funding programs, including monitoring deadlines, preparing agreements, ensuring contract and fund program compliance, tracking expenditures, and conducting performance analysis to support effective program delivery.
- Lead the implementation and management of various local, regional, state, and federal discretionary grant programs, including tracking awards, monitoring progress, and ensuring adherence to program objectives and reporting requirements.
- Coordinate with local, regional, state and federal partner agencies which include local jurisdictions, CTAs, Bay Area Air District, MTC, Caltrans and CTC.
- Coordinate as a liaison between MTC, Caltrans, Federal Highway Administration, and other jurisdictions for all federal-aid projects.
- Coordinate Administration of the federal Transportation Improvement Program (FTIP), including data entry and processing amendments.
- Develop programming procedures, processes, funding estimates, guidelines, and policies for funds administered by Alameda CTC through its Comprehensive Investment Plan.
- 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.
- Collaborate with internal departments, partner agencies, and external stakeholders and provide technical guidance on funding programs and compliance requirements.
- Develop and maintain program schedules, budgets, funding plans, and allocation strategies.
- 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.

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.
- Minimum five (5) years of increasingly responsible experience in transportation programming activities, fund program management, or closely related fields.

COMPENSATION AND BENEFITS

The annual salary range is \$129,402 to \$168,224 depending on qualifications and experience.

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 PEPRA laws) – 2% at age 62 (employee contributes 7.75%, 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 one (1) day per month.
- Holidays: 11 paid holidays, plus three (3) floating holidays, per year.
- Other benefits include transit subsidy, flexible spending accounts, 457 retirement plan, tuition assistance, etc.

TO APPLY

To apply for this opportunity, please visit the Alameda CTC website and download an application at: www.alamedactc.org/get-involved/careers-jobs/

Complete application packets must include a cover letter, resume, and application.

Application packets may be sent by email to: recruitment@alamedactc.org. Alternatively, you can mail a completed application packet 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 first review of application packets will take place on **August 3, 2026.**



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.

