



ALAMEDA COUNTY
TRANSPORTATION COMMISSION

Senior Program Analyst – Programming

HR22-05

DEADLINE TO APPLY

The submission deadline for the first review of resumes is **April 30, 2023**. 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 Senior Director of Projects and Programming, the Senior Program Analyst will:

- Manage multiple federal, state and regional transportation funding programs, including ensuring program compliance, monitoring delivery deadlines, and preparing budgets, reports and funding agreements;
- Lead Alameda County Transportation Commission's (Alameda CTC's) federal funding delivery efforts, including communications with local agencies in the County that have received federal funds through Federal Highway Administration (FHWA) to ensure compliance with federal, state, and regional requirements;
- Work in close coordination with the California Department of Transportation (Caltrans) Local Assistance, Caltrans Capital Programming, Metropolitan Transportation Commission (MTC), FHWA, Alameda CTC's Finance Department, and other Alameda CTC departments to facilitate project development, funding approval, and project implementation;
- Monitor federal, state, and regional requirements, procedures, and regulations to keep Alameda CTC and its partner agencies up-to-date on funding opportunities and compliant with program-specific requirements;
- Prepare written correspondences and oral presentations to partner agencies, advisory committees, and the Commission with attention to accuracy in all work products and communications.
- 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 various federal, state, and regional discretionary funding programs, such as federal Surface Transportation Block Grant and Congestion Mitigation and Air Quality Improvement Programs, State Transportation Improvement Program, and Transportation Fund for Clean Air.
- Experience coordinating with federal, state, regional and local agencies related to transportation funding programs, policies, and processes and grant administration. Agencies such as MTC, Caltrans Local Assistance, Caltrans Capital Programming, California Transportation Commission (CTC), and Bay Area Air Quality Management District (BAAQMD).
- Experience with the responsibilities of a County Transportation Agency (CTA), ideally gained from either working for or coordinating with a CTA.
- Knowledge of transportation programming principles, call for projects practices, and budgeting and fund management procedures for federal, state and regional funding.
- The capability to interpret, apply, and explain federal, state and regional policies, procedures, and regulations related to transportation programming and funding administration, with a focus on ensuring compliance with rules to avoid loss of funds.
- An understanding of the relationship between planning, funding/programming and project implementation.
- The ability to gather, organize, analyze and synthesize data and other technical information through spreadsheets and written and verbal reports for the purpose of forming recommendations for policies, processes, and programming recommendations.
- The skill to seamlessly execute direction from management and follow through with actions on-time.
- The skill to make clear and concise presentations and effectively communicate ideas and recommendations in person, over the telephone, and in writing.

ESSENTIAL RESPONSIBILITIES

- Review and analyze federal, state, and regional, funding program requirements and legislation to ensure Alameda CTC and local agency compliance with current programming policies, requirements, and standards of such programs.
- Manage assigned federal, state, and regional, discretionary funding programs, including monitoring program deadlines, agreement preparation, compliance, tracking expenditures, and performance analysis.
- Coordinate with local, regional, state and federal partner agencies, including local jurisdictions, MTC, BAAQMD, Caltrans, CTC and other CTAs.
- Administer the Alameda County Federal Transportation Improvement Program (FTIP) project listings, including coordinating new applications and amendments.

- Assist Alameda CTC and local agencies through the funding approval, allocation and other regulatory processes of federal, state and regional transportation funding programs.
- Develop written and verbal reports, presentations, and recommendations to Alameda CTC staff, community advisory committees, the Commission, partner agencies, and to the public.
- Coordinate and perform complex administrative work including developing reporting processes, forms, monitoring tools, funding applications, and summary reports.
- Maintain budgets for assigned funding programs and projects; monitor cash flow and expenditures; and identify and recommend resolutions for budgetary issues.
- Provide input on programming procedures, processes, fund estimates, guidelines, and policies for funds administered by Alameda CTC through its Comprehensive Investment Plan.
- Provide input towards the development of various Alameda CTC plans, studies and reports, such as strategic plans, annual reports, countywide transportation plans, and other special plans, studies and reports related to programming and project delivery.
- 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 performing transportation programming, fund program management, or closely related work.



COMPENSATION AND BENEFITS

The annual salary range is \$107,808 to \$140,150, 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 new PEPRA 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 three (3) floating holidays, per year.
- Other benefits include transit subsidy, flexible spending accounts, 457 retirement plan, flexible hybrid work schedule, and tuition assistance, etc.



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.

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. 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 **April 30, 2023**.



