



ALAMEDA COUNTY
TRANSPORTATION COMMISSION

Associate Program Analyst

(Express Lanes/Transportation Analyst)

HR23-04



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 6, 2023.

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THE OPPORTUNITY

Join a collaborative team of talented professionals who are passionate about improving mobility and access for Alameda County residents, businesses, and visitors. Under general direction of a Senior Engineer in the Express Lanes Department, the Associate Analyst will:

- Support the day-to-day operations of express lanes managed by Alameda CTC on I-580 and I-680, including data analysis and performance monitoring to drive decision-making in support of congestion relief;
- Plan, analyze, organize, and coordinate work and activities with consultants, regional transportation agencies, and Caltrans to upgrade and deliver new express lane projects;
- Participate in agency and regional efforts related to Intelligent Transportation Systems and Travel Demand Management;
- Support the agency's Congestion Management Program as needed, including multimodal performance monitoring; and
- Perform other duties as needed.



EXPRESS LANES PROGRAM

Alameda CTC currently manages the operations of two express lane corridors: the I-580 Express Lanes along the Tri-Valley corridor through Dublin, Pleasanton, and Livermore; and the I-680 Sunol Express Lanes through Sunol, Fremont and Milpitas. Express lanes are specially designated highway lanes that provide reliable travel for carpools and toll-paying vehicles and increase the efficiency of our transportation system for commuters, transit and freight.

For more information about Alameda CTC's Express Lanes Program, visit:

<https://www.alamedactc.org/programs-projects/expresslanesops>

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 diverse and dynamic population in excess of 1.6 million, making it the second most populated county in the Bay Area. Alameda County is home to a robust multimodal transportation network and a diversity of land uses and populations. The County is central to the region's passenger transportation and goods movement infrastructure; projects in the County have regional, state and local significance.

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.

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.

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.

Equity. Alameda CTC recognizes inequities in marginalized communities and is committed to advancing racial, socio-economic, and environmental justice in order 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 IDEAL CANDIDATE WILL HAVE:

- Multidisciplinary interests in transportation planning, traffic operations, Intelligent Transportation Systems, project delivery and project management.
- Knowledge of data analysis principles and techniques, and the ability to use data/information to deliver recommendations and drive decision-making.
- Experience and knowledge of research and reporting methods, techniques, and procedures.
- Experience preparing and presenting clear and concise reports, correspondence, presentations, and other written materials.
- Knowledge of the Bay Area managed lanes and highway operations,
- Understanding/familiarity with freeway traffic performance and automated vehicle data collection.
- Passion for improving processes and procedures; participating in brainstorming and contributing new ideas to streamline day-to-day functions.
- Proficiency to identify trends and draw meaningful conclusions using data and observation.
- Ability to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize assigned work, set priorities, and meet critical deadlines.
- Enthusiasm to thrive in a fast-paced environment and take interest in new challenges.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES

- Monitor and analyze performance of the express lanes managed by Alameda CTC, audit accuracy, identify trends, and make recommendations to improve operations.
- Prepare quarterly and annual reports to the Commission summarizing express lane performance.
- Perform contract management functions, including coordinate with contractors and consultants, review invoices for accuracy and completeness, prepare and review of contract documents, and track expenditures against budgets.
- Communicate and interact with external stakeholders and business contacts including express lane customers, contractors and consultants, and regional agencies.
- Assist with preparing express lane program updates, program budgeting, and presentations of board agenda items.
- Provide on-going support for express lane operations and maintenance activities, which may involve responding to emails or phone calls outside of normal business hours.
- Participate in developing and implementing new toll systems and changes to existing systems, including reviews of plans and specifications.
- Assist with reviewing and analyzing data collected as part of the agency's congestion management program.
- Complete special projects as assigned or required.



QUALIFICATIONS

- Bachelor's degree from an accredited four-year college or university with major coursework in engineering, transportation planning, project management, computer science, business or public administration, economics, mathematics, statistics, or a closely related field.
- Three (3) years of increasingly responsible experience involving traffic, transportation, and/or systems and operations.
- Experience with tolling systems or intelligent transportation systems, systems integration, operations and performance monitoring, preferred.
- Basic knowledge of SQL, MS Project, Tableau, Excel macros, preferred.

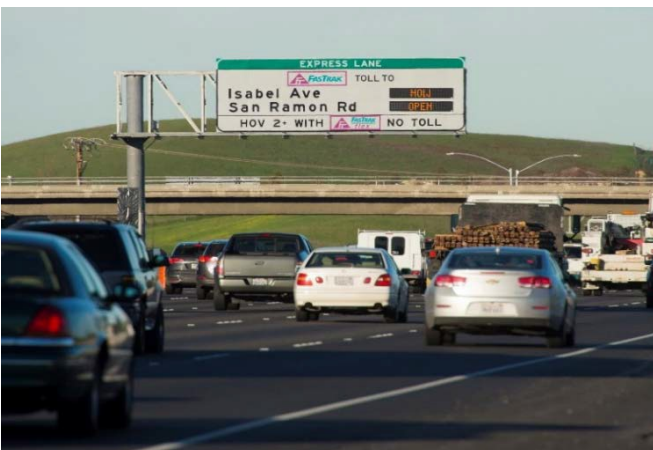


COMPENSATION AND BENEFITS

The annual salary range is \$95,751 to \$124,476 depending on qualifications and experience.

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 (member of CalPERS prior to January 1, 2013): 2.5% at age 55 (employee contributes 3%) or
 - New Member (under PEPRAs 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: Accrues 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, flexible hybrid work schedule, 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.

Alternatively, you can mail the completed application materials to:

Alameda CTC

Attn: Recruitment

1111 Broadway, Suite 800

Oakland, CA 94607

Incomplete applications will not be considered.

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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.

