



REGIONAL GOVERNMENT SERVICES
invites applications for the position of:

Program Analyst - Transportation Programming

SALARY: \$24.08 - \$43.88 Hourly
DEPARTMENT: Ventura County Transportation Commission
OPENING DATE: 09/28/21
CLOSING DATE: 11/01/21 11:59 PM

POSITION DESCRIPTION:

The Ventura County Transportation Commission (VCTC) is seeking its next Program Analyst – Transportation Programming. The individual selected for this entry-level role will have advanced experience in data analysis, managing concurrent projects, and compiling and communicating complex information. If this describes you, we want to hear from you.

Regional Government Services (RGS) and its staff are conducting this recruitment on behalf of the Ventura County Transportation Commission.



The Program Analyst, under general supervision of the Programming Director, will assist with transportation initiatives by completing analytical and technical duties in support of the Commission's programming and grant management functions. The selected candidate will also collect information from project sponsors including local agencies to analyze and compile information for inclusion in the Federal Transportation Improvement Program and California State Transportation Improvement Program, and will monitor program implementation.

The Ideal Candidate will possess:

- Experience with Excel and other data management systems including management of quantitative data.
- Transportation grant experience including experience with state and federal transportation funding programs and their respective requirements.
- The organizational ability to work on multiple concurrent projects while adhering to deadlines and communicating with stakeholders appropriately.

About VCTC

The [Ventura County Transportation Commission \(VCTC\)](#) is a regional transportation planning agency committed to keeping Ventura County moving! If you drive, take transit, bike or walk in Ventura County, chances are, the VCTC has helped you do it. By working in close partnership

with each of the cities and the County, the VCTC is ever mindful of maintaining the character of Ventura County while prioritizing transportation investments.

VCTC has a hybrid work arrangement combining working from home with work in the VCTC office. The supervisor's permission is required, and the policy is subject to change.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Maintains, collects, and tracks a variety of data; collects current project information and enters into database, ensuring up-to-date information; conducts analyses and makes recommendations; prepares required reports.
- Provides responsible technical and administrative support for transportation-related programming and planning; prepares policy documents, reports, memos, and analyses.
- Maintains, collects, and tracks a variety of data; collects current project and funding information and enters into database or spreadsheet, ensuring up-to-date information; conducts analyses and makes recommendations; prepares required reports.
- Monitors and comments on regional, state, and federal actions, programs, and plans impacting the Agency and other local transit services; provides analysis about the impacts.
- Prepares contract proposals, grant applications, and similar documents; prepares reports and monitors grants for contract compliance.
- Prepares presentation materials and documentation for use by funding agencies in considering projects nominated for funding and monitoring status of approved projects.
- Works with project sponsoring agencies and funding agencies to resolve issues and facilitate project development, approval and implementation.
- Keeps up-to-date with transportation funding requirements; reviews regulations and procedures; keeps project sponsoring agencies updated with program requirements.
- Advises other public agencies in the grant application process for various programs as assigned.
- Represents the Agency in meetings with other governmental agencies; makes presentations before commissions, boards, professional organizations, business organizations, community organizations, and the general public.
- Performs related duties and responsibilities as assigned.

TYPICAL QUALIFICATIONS:

Specific experience and education requirements are any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of progressively responsible experience in transportation-related programming, planning, or analysis.

Education:

A bachelor's degree from an accredited college with major coursework in business administration, public administration, social services, political science, public policy, environmental studies, transportation planning, or a related field.

Knowledge of:

- Research techniques, methods, sources of information for report preparation and presentation.
- Applicable local, state, and federal laws and regulations.
- Report preparation and record keeping techniques.
- Project tracking database and spreadsheet experience.

- Governmental procurement and contracts management requirements.
- Standard administrative practices and procedures, including the use of standard office equipment.
- Skill in performing various analytic calculations.
- Business letter writing and the standard format for reports and correspondence.
- Records management principles and practices.

Ability to:

- Review complex, organizational, and administrative problems, and recommend an effective course of action.
- Listen carefully, understand concerns or viewpoints presented, and respond clearly with sensitivity and compassion.
- Analyze issues, develop a positive course of action, and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically, and think creatively.
- Research and interpret applicable federal and state rules and regulations as well as Agency policies.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare and present clear, effective, and accurate reports, correspondence, policies, procedures, and other oral and written materials.
- Make effective public presentations.
- Use initiative, discretion, and sound independent judgment within policy and procedural guidelines.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Represent the Agency effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner following correct Agency safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a personal computer and associated data analysis applications

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- A valid appropriate California driver's license may be required.
- Maintain a satisfactory driving record.

SUPPLEMENTAL INFORMATION:**SALARY AND BENEFITS**

The pay range for this position is \$24.08 - \$43.88 per hour. Candidates will be placed within the range based on qualifications and experience.

VCTC offers a comprehensive benefits package, with the key provisions as follows:

Employer provided:

- Vacation: accrued per pay period, at 80 hours a year, increasing with VCTC years of service
- Sick leave: accrued per pay period at 96 hours a year
- Holidays: 9 holidays (72 hours) & 3 floating holidays (24 hours) per year
- Health insurances including medical, dental and vision benefits are available under group plans. VCTC pays the premiums for eligible family members.

- Employee Assistance Program
- Educational Reimbursement Program
- Long term Disability, Life, AD&D Insurances
- State Disability Insurance (SDI)
- PERS Miscellaneous formulas are Classic members: 2% @ 60, "New" members: 2% @ 62, VCTC does not participate in Social Security, but does contribute to Medicare

Optional benefits:

- Deferred Compensation Savings Plans (457), Flexible Spending Account

APPLICATION PROCESS AND SELECTION PROCEDURE:

To be considered for this opportunity, please submit a complete application no later than Monday, November 1, 2021, 11:59 PM PST. Late applications will not be considered. The link to apply may be found at <https://www.governmentjobs.com/careers/rgs>.

RGS will evaluate each applicant's qualifications based solely on the information provided on the application, supplemental questions, and resume. Failure to fully complete the application, supplemental questions, and resume may eliminate you from consideration. While a resume is required, providing a resume is not a substitute for completing the application. RGS may also conduct a remote screening to determine candidate qualifications in relation to the needs of the position.

RGS will provide VCTC a list of qualified candidates for further consideration in the recruitment process. All candidate communication will be provided by RGS through this point. Please direct any questions regarding the position or the recruitment to Kris Harapan at kharapan@rgs.ca.gov.

Once VCTC takes on further candidate evaluation, the remainder of candidate communication will be provided by VCTC staff. VCTC staff will evaluate each candidate's background on the basis of information submitted at the time of application, and the most qualified candidates may be invited to participate in a preliminary remote interview. Candidates may also be invited to take a possible remote or in person knowledge and skills evaluation. Further hiring interviews may also be conducted by VCTC staff.

Neither Regional Government Services nor VCTC are responsible for the failure of internet forms or email transmission in submitting your application. Applicants with any questions or those who may require special assistance in any step of the selection process should advise RGS by emailing kharapan@rgs.ca.gov upon submittal of their application.

The Ventura County Transportation Commission is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, national origin, marital status, medical condition or disability.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.rgsjpa.org/>

Position #2021-06-VCTC
PROGRAM ANALYST - TRANSPORTATION
PROGRAMMING
KH

View Job Posting for Agency Information
., CA 93924
1-650-587-7300

jobs@rgs.ca.gov

Program Analyst - Transportation Programming Supplemental Questionnaire

* 1. Please indicate the highest level of education you have completed.

- Less than High School Diploma or GED
- High School Diploma or GED

- Some college coursework completed (less than 59 semester units or less than 89 quarter units)
 - Associate's Degree (at least 60 semester units or 90 quarter units)
 - Bachelor's Degree (at least 120 semester units or 180 quarter units)
 - Master's Degree
 - Juris Doctor
 - PhD
- * 2. Please indicate your degree attained. If none, please indicate N/A.
- * 3. Please describe any other relevant certifications or trainings you have completed.
- * 4. Which of the following best describes your skill level utilizing Microsoft Excel?
- None
 - Basic (navigate; data entry; editing text, values, and formulas; apply formatting techniques; saving files in various formats; creating tables; sorting data; move and copy data and formulas; work with ranges, rows, and columns; create and modify charts, and work with graphics; and review workbooks for spelling errors, modify page setup, and print worksheets).
 - Intermediate (use multiple worksheets and workbooks efficiently; linking workbooks; applying special number formats, using workbook styles and themes, adding backgrounds, and mimicking watermarks; create outlines and subtotals; sort and filter data, and create and format tables; insert and edit hyperlinks, and how to share workbooks; protect worksheets; and audit worksheets for errors).
 - Advanced (use pivot tables; use of advanced functions and formulas, such as VLOOKUP, MATCH, and INDEX; data validation, and advanced data filtering; advanced chart formatting options; export and import data, and query external databases; and run and record macros, and explore VBA code).
- * 5. How many years of increasingly responsible experience do you have in grants management (soliciting, applications, funding management)? Please ensure the years of experience indicated are reflective on your application.
- None.
 - Less than 1 year of experience.
 - At least 1 year of experience but less than 2 years.
 - At least 2 years of experience but less than 3 years.
 - At least 3 years of experience but less than 4 years.
 - At least 4 years of experience but less than 5 years.
 - Five or more years of experience.
- * 6. How many years of increasingly responsible experience do you have in transportation programming? Please ensure the years of experience indicated are reflective on your application.
- None.
 - Less than 1 year of experience.
 - At least 1 year of experience but less than 2 years.
 - At least 2 years of experience but less than 3 years.
 - At least 3 years of experience but less than 4 years.
 - At least 4 years of experience but less than 5 years.
 - Five or more years of experience.
- * 7. How many years of increasingly responsible experience do you have in managing project budgets? Please ensure the years of experience indicated are reflective on your application.
- None.

- Less than 1 year of experience.
 - At least 1 year of experience but less than 2 years.
 - At least 2 years of experience but less than 3 years.
 - At least 3 years of experience but less than 4 years.
 - At least 4 years of experience but less than 5 years.
 - Five or more years of experience.
- * 8. How many years of increasingly responsible experience do you have in project management? Please ensure the years of experience indicated are reflective on your application.
- None.
 - Less than 1 year of experience.
 - At least 1 year of experience but less than 2 years.
 - At least 2 years of experience but less than 3 years.
 - At least 3 years of experience but less than 4 years.
 - At least 4 years of experience but less than 5 years.
 - Five or more years of experience.
- * Required Question