

# EMPLOYMENT OPPORTUNITY

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| RPA #              | <b>CTC 14 -05</b> |
| ANALYST'S INITIALS | <b>SJ</b>         |
| DATE               | <b>12/4/14</b>    |

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

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|---|--|-------------------------------------|-------------------------------|---|
| CLASS TITLE<br><b>Associate Governmental Program</b>  | POSITION NUMBER<br>696-004-5393-003  | TENURE<br><b>PERMANENT</b>          | TIME BASE<br><b>Full Time</b> | CBID<br>R01   |
| OFFICE OF<br><b>California Transportation Commission</b>  | LOCATION OF POSITION (CITY or COUNTY)<br><b>Sacramento</b>                           |                                     |                               | MONTHLY SALARY<br><b>\$4,400</b><br><b>TO</b><br><b>\$5,618</b> |
| SEND APPLICATION TO:<br>CA Transportation Commission<br>1120 N Street, MS-52<br>Room 2221<br>Sacramento, CA 95814<br>Attn: Rosemary Mejia | REPORTING LOCATION OF POSITION<br><b>1120 N Street, Room 2221, Sacramento, 95814</b> |                                     |                               |   |
|   | SHIFT AND WORKING HOURS<br><b>DAYS -</b>   |                                     |                               |   |
|   | WORKING DAYS, SCHEDULED DAYS OFF<br><b>MONDAY through FRIDAY, DAYS OFF: SAT/SUN</b>  |                                     |                               |   |
|   | PUBLIC PHONE NUMBER<br><b>(916) 654-4245</b>   | PUBLIC PHONE NUMBER<br><b>( ) -</b> | POST & BID FILE BY:           |   |
|   | SUPERVISED BY AND CLASS TITLE<br><b>Rosemary Mejia - SSMI</b>                        |                                     |                               | FILE BY<br><b>12/18/14</b>                                      |

***(If you have already applied to the October 10<sup>th</sup> announcement, there is no need for you to re-apply, your application will remain on file.)***

**SELECTION CRITERIA - -**

- Please submit a cover letter and a Standard State Application (STD 678). State the basis of your eligibility in the job title box. Electronic copies of applications will not be accepted.
- Applications will be screened and interviews may be held.
- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to DGS' employment list

**DUTIES**

Under the direction of the Staff Services Manager I, the Associate Governmental Program Analyst participates in activities in support of the Administrative unit of the California Transportation Commission. The incumbent is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks.

**ESSENTIAL FUNCTIONS**

Provide support to the Commission's policy staff as needed for the following:

- Active Transportation Program (ATP) – the incumbent works independently to provide detailed analysis of ATP grant applications for consistency with program guidelines. Researches, develops, recommends, and implements best practices for the ATP including policies and procedures. Inputs, modifies, and tracks allocations. Reviews and analyzes data/reports and makes recommendations as to project execution, scope and budget. Coordinate with Commission staff evaluations used in reporting to the legislature (i.e., projects programmed, projects allocated, and all other activities as listed in the ATP guidelines). Coordinates workshops related to ATP with stakeholders. Communicates with local agencies and the public as necessary. Collect and log applications for website publications.
- SHOPP and STIP programs – the incumbent provides analytical expertise by forecasting, identifying and analyzing funding sources, proposals and reports. Analyzes and recommends to management appropriate course of action and beneficial solutions that include considerations of budgetary constraints, project delivery requirements, compliance with state and federal laws and regulations, and Commission policies.

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| <b>CLASS TITLE</b><br>Associate Governmental Program Analyst | <b>POSITION NUMBER</b><br>696-004-5393-003 | <b>RPA NUMBER</b><br>CTC 14-05 | <b>FILE BY</b><br>12/18/14 |
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**ESSENTIAL FUNCTIONS (continued)**

- Environmental – the incumbent assists in compilation of environmental actions brought forward to the Commission.
- Legislation – the incumbent assists in delivery of the Commission’s legislative program by analyzing bills which have an impact on the State Transportation system, and in particular, those influencing transportation planning, funding and delivery. Tracks and monitors selected legislation to determine and report bill impact on transportation matters. Coordinates the development of the monthly Legislative Status Report including documentation and information necessary to formulate recommendations for Commission consideration.

Under the direction of the Staff Services Manager I/Administrative Officer, the incumbent will coordinate and organize monthly meetings of the 15-member Road Use Charge Technical Advisory Committee, ensuring compliance with Commission meeting procedures and the statutory requirements of the Bagley-Keene Open Meeting Act (Government Code Sections 11120-11132):

- Prepares the preliminary Agenda(s) for initial review and approval.
- Coordinates and participates in Agenda Review meetings attended by executive and policy staff from the Commission and Caltrans.
- Prepares the Final Estimated Timed Agenda(s) for approval by the Commission’s Executive Director and Chief Deputy Director. Preparation of the Final Estimated Timed Agenda(s) requires the incorporation of comments and changes noted at Agenda Review meetings. Prepares the approved final agenda(s) and distributes electronically to individuals on the Committee’s email distribution list. Ensures that the Final Estimated Timed Agenda(s) is posted on the Commission website in compliance with provisions of the Bagley-Keene Open Meeting Act.
- Coordinates the publication, compilation, and distribution of the Committee’s Meeting Book, including the Final Estimated Timed Agenda(s), as well as information and supporting documentation for agenda items. Carefully reviews the book items and materials for consistency with the agenda(s) and requested information.
- Responds to inquiries by legislative staff, other governmental entities and the general public in regard to the meeting notice and agenda.

Communications – prepares PowerPoint presentations, talking points, press releases, and week ahead reports.

**MARGINAL FUNCTIONS**

May act in the capacity of the Staff Services Manager in his/her absence in order to maintain the work performance of staff following existing policies, processes and procedures.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; governmental functions and organization; and methods and techniques of effective conference leadership.

**Ability to:** Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

**Special Personal Requirements:** Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

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**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES**

**DESIRABLE QUALIFICATIONS**

- Demonstrated ability to act independently.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Demonstrated ability to meet competing deadlines and changing priorities.
- Familiarity of personal computers and software, including but not limited to: Microsoft Word, Excel, Microsoft Outlook and Dreamweaver.

Familiarity with Commission's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation program