



DUTY STATEMENT

ORGANIZATION	NAME
California Transportation Commission	-
DIVISION	PROGRAM
Senate Bill 1 Programs	Solutions for Congested Corridors Program
CLASSIFICATION TITLE	WORKING TITLE
Student Assistant	Program Analyst
EFFECTIVE DATE	SUPERVISOR
-	Associate Deputy Director, SCCP

ABOUT THE COMMISSION

The California Transportation Commission (Commission) advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California's transportation programs and has the ultimate responsibility for adopting statewide transportation policy. The Commission programs and allocates funds for the construction of highway, passenger rail, transit, and bicycle and pedestrian improvements throughout California. The Commission is an active participant in the initiation and development of State and Federal legislation that seeks to secure financial stability for the State's transportation needs.

POSITION DESCRIPTION

The Program Analyst will work under close supervision of the Associate Deputy Director of the [Solutions for Congested Corridors \(SCCP\)](#) in Senate Bill (SB) 1 Programs at the Commission.

POSITION CATEGORY

This position is categorized as Remote-Centered. The position's job duties can be performed while teleworking from an alternate work location. The position incumbent can telework with a management approved telework agreement and schedule.

JOB DUTIES AND RESPONSIBILITIES

- 75% Assist with program implementation and management. Contribute to staff reports, recommendations, and presentations for program meetings and Commission meetings. Conduct program-related research, assist in developing future program guidelines, track awarded projects, and other tasks as assigned.
- 20% Assist with planning, scheduling, and facilitating internal and external meetings. Draft meeting agendas, take meeting notes, and coordinate action items with meeting participants including transportation planners, program and project managers, stakeholders, researchers, advocates, and other governmental and non-governmental entities.

5% Post information on the Commission's website and work with the web team to make website updates.

DESIRED QUALIFICATIONS

- Effective communicator.
- Motivated and disciplined learner.
- Focused, detail-oriented, and delivers accurately completed work products.
- Task-oriented, can work independently.
- Excellent interpersonal skills.
- Collaborative team player.
- Proficient with basic productivity and virtual meeting platforms (e.g., Microsoft Office/365, Adobe Acrobat, Zoom, etc.).
- Work scheduled hours with reliable attendance and professional conduct.

Employee Signature: _____ **Date:** _____

Print Name: _____

Supervisor Signature: _____ **Date:** _____

Print Name: _____