



ALAMEDA COUNTY  
TRANSPORTATION COMMISSION

# Associate Program Analyst (Project Analyst)

HR24-02

## 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  
**July 14, 2024.**

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## THE OPPORTUNITY

Under the supervision of the Director of Project Delivery or designee, the Associate Program Analyst (Project Analyst) will:

- Provide complex program and administrative support in the development, implementation and administration of the Capital Project program;
- Support the day to day administration of the program; monitor, report, and regularly coordinate with project managers, architectural and engineering consultants, and construction contractors;
- Foster cooperative working relationships with internal workgroups, various local agencies, and regulatory agencies;
- Support the evaluation of practices and procedures for operational, policy, and procedural improvement;
- Oversee and conduct program evaluations; and
- Develop, summarize, and maintain administrative and fiscal records and contracts.



## 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 as 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.

**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:

- Understand and have experience with the practices of program administration of capital projects located on the state highway system, arterials or rail crossings.
- Be adept at collaborating and building strong partnerships with a wide variety of local agencies, stakeholders and consultants.
- Be organized and possess excellent knowledge of research and reporting methods, techniques, and procedures, and be able to support efforts to report on the Capital Projects program.
- Be passionate about contributing to the development of successful deliveries of regionally significant capital projects.
- Understand the development and the work breakdown structure of pre-construction phases to support project managers in maintaining or identifying any delays in schedule and cost overruns.
- Have experience in the administration of local agency responsibilities for capital projects.
- Have experience with analyzing data and independent problem solving.
- Provide a high level of customer service by effectively communicating and dealing with the public, vendors, contractors, other local agencies and Alameda CTC staff.

## EXAMPLE OF ESSENTIAL RESPONSIBILITIES

- Support project managers with administrative efforts related to the contract management of capital projects.
- Analyze and report on project schedules and expenditures and overall capital program expenditures as directed by the Director of Project Delivery or designee.
- Monitor and report progress on contracts administered by the Capital Projects team.
- Prepare staff reports and presentations and present at committee meetings as assigned.
- Develop strong partnerships with project partners and architectural and engineering (A&E) and construction firms to foster a collaborative work environment to help ensure program success, such as confirming invoices are consistent with contract terms and conditions.
- Participate in project meetings and assist with preparing agendas and minutes.
- Review and track deliverables and action items while monitoring project schedules.
- Assist with the preparation, review and packaging of various project agreements.
- Participate in various public relation activities, such as public outreach pop-up events, open houses or community engagements.
- Review and file required documents for complete project record retention.
- Coordinate resources for interdepartmental activities such as budgets, cash flow projections, project controls, and completion of finance or contract documents.
- Coordinate resources for other miscellaneous project-related activities such as environmental document publications, public hearing notices, and website and project fact sheet updates.



- Monitor and report on use of external funding sources, and ensure compliance with the Department of Industrial Relations rules and regulations.
- Monitor changes in policies, laws, regulations and technology as it pertains to capital project delivery.
- Coordinate and support the compilation of grant application materials, such as letters of support, Caltrans in-take forms, graphics, narrative content and application forms.
- Help identify areas of improvement and propose procedural changes.

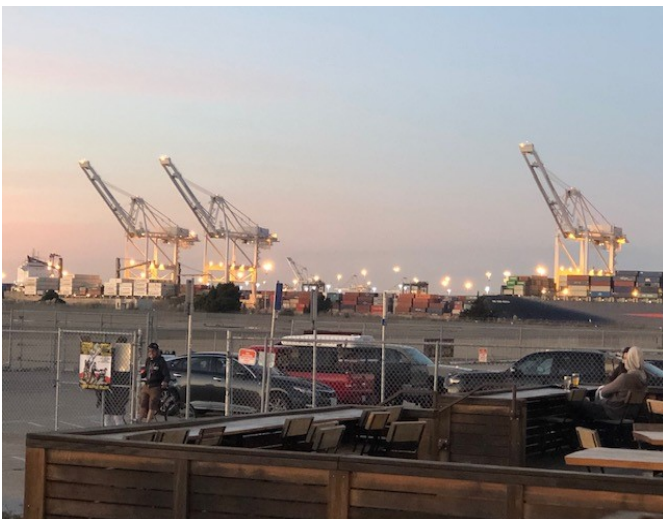


## COMPENSATION AND BENEFITS

The annual salary range is \$108,333 to \$140,833 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 PEPRA 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: 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, tuition assistance, etc.



## 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 related field.
- Three (3) years of responsible professional-level experience in the transportation field related to area of assignment.

## 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](mailto: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.**

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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.



