



JOB ANNOUNCEMENT

TRANSPORTATION PROGRAM PLANNER & POLICY ANALYST

FINAL FILING DATE: 4:00 P.M. – FRIDAY, MAY 27, 2016

SUMMARY OF RESPONSIBILITIES

Under general direction, the **Transportation Program Planner & Policy Analyst** is responsible for performing a wide variety of moderate to highly complex professional analytical and administrative support activities for the Napa Valley Transportation Authority, including but not limited to developing and/or administering departmental or program budgets, conducting operational analysis, and managing complex programs or projects.

The incumbent is expected to work independently to identify the need for and develop changes to operating practices, systems, programs and policies. The incumbent performs the full array of duties within the area of assignment, including complex analytical projects and providing staff support working with a high degree of independence. The position will require interaction with all levels of employees, managers, elected officials, community groups, other governmental agencies and the public. The incumbent must be able to multi-task, meet work deadlines and work independently and as part of a team, even under stressful situations.

Salary Range:	\$63,780 - \$88,646 annually, depending on experience
FLSA Exempt:	Non-Exempt
Benefits:	CalPERS Retirement 2% @ 60 for current members of CalPERS from another agency (or reciprocal agency) or 2% @ 62 for new members. Individual employee participation is mandatory. NMTA does not participate in Social Security. 457 Deferred Compensation Plan (Employer contributes up to a \$1000 annual match) Employer Paid CalPERS Health Employer Paid Dental and Life insurance Employer Paid Employee Assistance Program Twelve to twenty-six (12-26) days of vacation annually based on years of service Seven (7) paid holidays per year Twelve (12) sick days earned per year with unlimited accrual Fifty-six (56) hours of personal leave per fiscal year

ESSENTIAL FUNCTIONS

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

1. Perform research and/or data gathering activities; analyze and interpret data collected; prepare periodic or special reports based on conclusions in assigned area of responsibility; make recommendations on the formulation of operating policies and procedures, development and implementation of new program initiatives and work flow systems;
2. Administer on-going activities within a designated program area, including initiation, development and implementation of projects; coordination of project planning and/or program development activities; managing outside consultant contracts; and overseeing projects through to successful completion;
3. Conduct surveys and perform research and statistical analyses on administrative, fiscal/budgetary, operational problems, and/or transportation projects; assist in departmental budget preparation;
4. Confer with and coordinate with NVTA staff on a wide variety of project management, administrative analyses, and travel demand management programs;
5. Respond to and resolve citizen complaints and requests for specialized agency information/issues, as required.
6. Act as project coordinator or liaison as assigned duties may require; represent assigned department in interdepartmental, community and/or professional meetings as assigned.
7. Develop written recommendations; make oral presentations to higher level management or outside agencies.
8. Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual may possess a combination of experience, and/or education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in transit, transportation planning, business or public administration, public policy, urban planning, engineering, geography, or a closely related field.

Experience: Two years of experience performing increasingly responsible professional administrative, analytical and/or program management duties is desired, preferably in a public agency setting.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of:

- Applicable Federal, State and local laws and ordinances related to transportation/land use, e.g., CEQA; NEPA; CDBG; Title VI; ADA FEHA; etc.;
- Research and report writing techniques;
- Principles of math and statistical analyses;

- Basic principles and practices of government operations and its administration and organization;
- Effective methods for planning, coordinating and implementing program initiatives;
- Principles of governmental financial administration, including public budgeting and reporting;
- Methods and techniques used for project management;
- Community interrelationships;
- General office procedures and administration; contracts administration and procurement.

Ability to:

- Analyze a variety of moderate to complex administrative/operational problems and make effective operational and/or procedural recommendations;
- Exercise sound judgment and discretion;
- Prepare effective and complete staff reports and make presentations before governing boards and other public and private groups as requested;
- Manage diverse and complex programs and/or projects as assigned;
- Coordinate multiple work programs/projects and meet critical deadlines;
- Conduct research, perform statistical, content and/or cost-benefit analyses, independent cost estimate (ICE), and evaluate options based on findings;
- Analyze data and prepare written reports and informational materials to inform policy decision makers and the public.
- Learn the Federal, State and local regulations and guidelines related to assigned duties;
- Perform the full range of the assigned duties under minimal supervision;
- Successfully manage multiple complex projects with aggressive schedules within various functional areas;
- Manage and prioritize multiple tasks and shifting priorities;
- Communicate effectively both orally and in writing;
- Read, interpret and apply complex technical material;
- Prepare and present clear and concise correspondence, technical reports and recommendations; collect, organize and maintain records;
- Establish and maintain cooperative working relationships with staff, other departments and agencies, the private sector, and the public;
- Use Microsoft Office, including Excel, Access and Project;
- Have experience and understanding of SPSS statistical software or equal.

PHYSICAL DEMANDS

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects; operate keyboards, tools, or controls; and make condition assessments. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to lift 20 pounds and handle office equipment.

REQUIRED LICENSES OR CERTIFICATES

Possession of a valid California driver's license is required within 3 months of hire.

APPLICATION PROCESS

A completed Napa Valley Transportation Authority Employment Application must be received by Human Resources at 625 Burnell Street, Napa, CA 94559 by **4:00 p.m., Friday, May 27, 2016**. Additional information regarding the application, job description and benefits can be found online at <http://www.nvta.ca.gov/careers-nvta>. Application packets may also be requested in-person at the above address. Résumés **will not** be accepted in lieu of a completed application packet.

SELECTION PROCESS AND TENTATIVE SCHEDULE:

All applications will be reviewed for minimum qualifications and only the best qualified will be invited to continue in the selection process. The selection process may consist of a practical/simulation exam (pass/fail), an oral interview, and the department interview. **Tentative Schedule – Oral Board – Week of June 6, 2016**

Other Important Information:

It is important that your application show all the relevant education and experience you possess. Résumés submitted in lieu of an application will not be accepted. Applications will be rejected if incomplete. In addition, applications submitted without responses to the supplemental questions will not be evaluated.

If you believe you may need accommodations during the testing process, please contact Human Resources at (707) 259-8631. Requests for accommodations must be received within five (5) calendar days of the final filing date for the recruitment.

A completed NVTA application, along with any required documents to be submitted with your application (certifications, DMV printout, etc.), can be submitted by: (1) faxing to Human Resources at (707) 259-8638, (2) delivered/mailed to the Napa Valley Transportation Authority, Attention: Human Resources, 625 Burnell Street Napa, CA 94559 or (3) Email to: jobs@nvta.ca.gov.

SUPPLEMENTAL QUESTIONNAIRE

Instructions for Supplemental Application Questions.

The following questions comprise one of the steps in the selection process for this position and are intended to assist you in presenting your qualifications. Only the information you provide in your answers to these questions will be evaluated and scored to determine the best qualified candidates to continue in the selection process for this position. Please be complete and specific in answering the questions as your score will be based on this information. Applications submitted without responses to the supplemental questions will not be evaluated.

1. Describe your professional experience working in the transit, transportation, and/or planning field. Please include specific example of the type of work you have performed to support your answer.
2. Describe your experience with transportation and land use coordination. Be specific describing your roles and responsibilities.
3. Briefly describe your experience researching complex rules and regulations to ensure that programs or procedures are in compliance
4. Describe your experience developing and implementing elements of planning documents. Include in your answer information about the types of documents and your roles and responsibilities.
5. Describe your experience collecting, analyzing, and interpreting performance data.