

Ventura County Transportation Commission  
Job Description

## **Program Analyst**

### **Definition**

Under general supervision, performs professional-level, analytical, and technical duties in support of programming and transit dependent functions; conducts special studies, surveys, and research assignments; completes a variety of reports and program documentation; assists with coordination of the Agency's transit dependent programs, including the accessibility program, disabled identification and service authorization, and community outreach; oversees various state and federal funding programs such as the Jobs Access Reverse Commute and the New Freedom Programs; monitors program implementation, performance, and compliance with requirements; provides staffing and support to one or more advisory committees; collects information from project sponsors including local agencies and analyzes and compiles the information for inclusion in the Federal Transportation Improvement Program; represents the Agency on a variety of matters; provides highly responsible and staff assistance to the programming function; and does related work as required.

### **Distinguishing Characteristics**

This single-position classification reports to a department head and is characterized by its independent responsibility for performing a wide variety of analytical and coordinative duties for programming and transit dependent programs, including paratransit and other services for disabled and elderly patrons. This position exercises independent judgment and discretion in analyzing, coordinating, and overseeing the programs. It is distinguished from the next higher level position of department head, in that the latter has greater responsibility for a wider variety of programs and functions. It is also distinguished from a manager-level classification in that this position does not manage any functions. This position may be flexibly staffed with the lower entry-level analyst classification, which is characterized by its learning mode for entry into the profession.

### **Typical and Important 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 information and enters into database, 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 approval.
- Keeps up-to-date with transportation funding requirements; reviews regulations and procedures; keeps project sponsoring agencies updated with program requirements.
- May serve as staff to one or more advisory committees including preparing agendas and other documents.
- 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.

### **Experience and Training**

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 more responsible transportation-related experience in programming, planning, or analysis.

*Training:* 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.

### **Job-Related Qualifications**

*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.
- Governmental procurement and contracts management requirements.
- Standard administrative practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Records management principles and practices.
- Meeting noticing and agenda setting requirements for public meetings.
- Public record acts and Roberts Rules of Order for legislative bodies.

*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.
- Publish and distribute a wide variety of informational pamphlets and bulletins.
- 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 applications.
- Rapid note taking and accurate transcription of own notes.

**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.

**Special Requirements**

Essential duties require the following physical skills, abilities, and work environment:

*Physical Skills:* Able to use standard office equipment, including a computer and other electronic equipment; arm, hand, finger, wrist, leg, or foot motion repetitively; firmly or lightly grasp items as needed; sit, stand, walk, kneel, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials, a computer screen, and to work in a typical office environment; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 30 pound boxes, files, and materials.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; occasionally works protracted and irregular hours and evening meetings or

work unusual hours for meeting attendance or participation in specific projects or programs.

*Work Environment:* Mobility to work in a typical office setting and to periodically work in a field setting.

Approved:	October 2011
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Former Titles:	Program Manager
Status:	Non-exempt/Administrative
ADA Review:	
DOT:	No
Physical:	No