



is seeking applications for the position of  
**PROGRAM ANALYST I/II**

**Closing Date: January 25, 2019**

*The Position*

The Yuba-Sutter Transit Authority is recruiting for a new Program Analyst to perform a variety of analytical functions in support of several of the agency's programs, activities and special projects. Incumbents will also provide technical and administrative support to the Authority's Program Managers and Transit Manager. Duties will include preparing and submitting internal and external reports; evaluating operations and activities and recommending improvements and modifications; assisting with the evaluation of new technology related hardware and software and coordinating with outside contractors.

*Compensation & Benefits*

Level I: \$3,601 - \$4,397/Month

Level II: \$4,168 - \$5,066/Month

- CalPERS Retirement Plan – 2% @ 62 (for those entering the CalPERS system after 12-31-12) or 2% @ 55 (for Classic PERS eligible employees)
- No Social Security
- Longevity pay program
- Employer paid Medicare premium of 1.45%
- Employer paid health, dental, vision (reimbursement allowance), life and long term disability insurance coverage available to employee and dependents (\$250 a month payment if health coverage received elsewhere)
- Employer contribution of \$100 a month to the available deferred compensation 457 plan
- Twelve paid holidays annually
- Annual leave (combined vacation & sick leave) program starting at 24 days a year (less than five years) up to 34.5 days a year (at least 25 years) up to a maximum accrual of 48 days
- Limited annual leave sell back program
- Frequent BBQs, potlucks and goodies!

*The Ideal Candidate*

We are looking for a highly skilled, motivated and enthusiastic individual with excellent interpersonal and communication skills; someone who enjoys researching and developing innovative yet practical solutions to problems; who is focused, disciplined and detail oriented; who has outstanding written, oral and computer skills; who can effectively organize and deliver their message; who highly values their integrity and has a strong work ethic; and, who is flexible, patient, compassionate and customer focused. We are also looking for an individual who will enjoy working in a small, busy office where everyone must be ready, willing and able to do anything.

*Application Process*

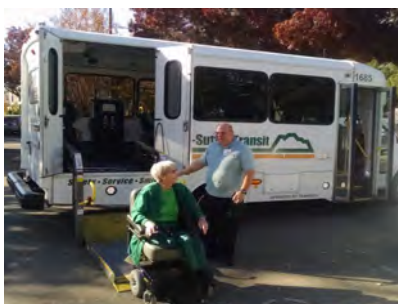
If you are interested in joining our team, please review the complete job announcement and position description that is available at [www.suttercounty.org](http://www.suttercounty.org) or from the **Sutter County Human Resources Department**.

To be considered, interested candidates must submit a resume and any additional information by no later than 5:00 p.m. on the Final Closing Date to:

**Sutter County Human Resources**  
**1160 Civic Center Blvd, Ste. B**  
**Yuba City, CA. 959993**

**Phone: (530) 822-7113 Fax: (530) 822-7191**  
**[www.suttercounty.org](http://www.suttercounty.org)**

The screening panel will select those most qualified to be considered further in the selection process which may include an application screening, and/or interviews. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam, credit check and fingerprinting in addition to other appropriate requirements of the position.



**YUBA-SUTTER TRANSIT AUTHORITY**  
**Proposed May 9, 2017**

**PROGRAM ANALYST I**  
**PROGRAM ANALYST II**

DEFINITION

Under general and direct supervision, to perform a variety of simple to moderately complex professional level analytical work in support of the Authority's programs and activities in areas such as contract monitoring and compliance; grant management and reporting; marketing and community outreach; data collection, management and reporting; and, short and long term transportation planning; to provide support for a variety of special projects; and to provide technical and administrative support to the Authority's Program Managers and Transit Manager. Incumbents may be assigned to any combination of assignments.

DISTINGUISHING CHARACTERISTICS

Program Analyst I – This is the entry level in the Program Analyst series. This class is distinguished from the II level by the performance of the more routine tasks and duties assigned to positions within the series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Program Analyst II – This is the journey level class within the Program Analyst series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the Authority's operating procedures and policies. Positions in this class are normally flexibly staffed and filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Program Analyst I

Receives general supervision from a Program Manager or the Transit Manager.

Program Analyst II

Receives direction from a Program Manager or the Transit Manager.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

***General Assignments:***

Provide technical support for a variety of special projects.

Prepare and submit a variety of internal and external reports.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications.

May assist with the routine troubleshooting and maintenance of desktop computers, servers, and backup of data; assist with the evaluation of new technology related hardware and software; coordinate with outside contractors as necessary.

Build and maintain positive working relationships with co-workers, contract employees and the public using principles of good customer service.

Perform related duties as assigned.

***Specific Assignments:***

Assist with the design and analysis of transportation alternatives including service types, routes and scheduling; develop and test new routes and schedules.

Assist in ensuring contractor compliance; researching and resolving issues to ensure consistent service delivery; operational data collection, analysis and reporting.

Provide support to the Planning Program Manager and Transit Manager with respect to the development of long and short term transit plans; assist in the development of recommendations on a variety of transit and regional planning matters.

Review and make recommendations regarding development proposals with respect to existing and potential service areas; evaluate and recommend how transit can best serve the area and determine optimum bus stop locations.

Assist in the documentation, tracking and management of transit assets including the selection, installation, maintenance and relocation of bus stop signs, benches, and shelters.

Assist in the development, coordination, preparation and distribution of marketing materials including printed brochures, advertising campaigns, website content, and other outreach materials.

Assist in the research and response to customer inquiries, questions, and comments.

Assist in the preparation, analysis and submission of required financial and operational reports related to the administration of routine, special and discretionary federal, state and local grants.

### MINIMUM QUALIFICATIONS

#### Program Analyst I

##### *All Assignments:*

##### Knowledge of:

Principles and practices of organization and administration.

Research methods and procedures including statistical analysis.

English grammar, punctuation, spelling and usage.

Technical report writing.

Modern office equipment and methods including use of computer applications.

##### Ability to:

Learn applicable local, State and Federal laws, rules and regulations.

Prepare and present a variety of administrative and technical reports.

Research, analyze, and resolve technical issues.

Understand and carry out oral and written directions.

Organize and prioritize timelines and project schedules in an effective and timely manner.

Use a variety of personal computer applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

***Specific Assignments:***

Knowledge of:

Principles and practices of transit planning and analysis.

Methods of customer service, public relations and marketing.

Ability to:

Learn to perform professional duties in the development, administration and implementation of transit programs.

Learn to analyze and formulate recommendations in support of long and short term planning needs.

Learn principles and practices of grant administration.

Examine and verify a wide variety of financial and operational documents and reports for accuracy and compliance.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be graduation with a Bachelor's degree from an accredited college or university with major coursework in public or business administration; urban, regional or transportation planning; or, a related field.

License or Certificate

Possession, or ability to obtain, a valid California driver's license. Proof of adequate vehicle insurance and acceptable driving required may be required.

Program Analyst II

*All Assignments:*

Knowledge of:

Principles and practices of project organization and management.

Advanced data analysis methods.

Ability to:

Independently perform professional duties in support of assigned program.

Identify, research and respond to questions from Authority staff, outside agencies, and the public.

Prepare and present technical reports.

Independently analyze situations and data and develop logical conclusions and sound recommendations.

Establish and maintain various data collection, record keeping, tracking, filing and reporting systems.

Provide technical and administrative support for a variety of special projects.

*Specific Assignments:*

Knowledge of:

Principles and practices of local and regional transit planning, monitoring and reporting.

Principles and practices of marketing and community outreach.

Methods for the effective planning of transit routes.

Principles and practices related to the review of development plans as it relates to transit planning.

Principles and practices of contract monitoring.

Ability to:

Independently perform professional transit analysis and program management.

Research transit issues and develop sound recommendations and alternatives.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be three years of professional experience performing duties similar to that of a Program Analyst I with the Yuba-Sutter Transit Authority and graduation with a Bachelor's degree from an accredited college or university with major coursework in public or business administration; urban, regional or transportation planning; or, a related field.

License or Certificate

Possession, or ability to obtain, a valid California driver's license. Proof of adequate vehicle insurance and acceptable driving required may be required.

The Authority may conduct a background check on candidates prior to appointment that may include personal and professional reference checks, credit history checks, Social Security verifications, professional license/registration verification, military service information and driving history.

# Employment Application

**Yuba-Sutter Transit Authority**  
 2100 B STREET, MARYSVILLE, CA 95901  
 PHONE (530) 634-6880 FAX (530) 634-6888  
 WEB SITE: www.yubasuttertransit.com

An Equal Opportunity Employer

<b>Type or print legibly using blue or black ink. This application is part of the examination process. Incomplete or illegible applications will not be considered. Make copies of any information you submit and wish to keep.</b>		
Job Title Applying For: _____		
Last Name	First Name	Middle Initial
Street and/or Mailing Address _____		
City	State	Zip Code
Phone	Email	Social Security Number (Optional)
<p>1. I am interested in:    Full Time <input type="checkbox"/>    Part Time <input type="checkbox"/>    Temporary <input type="checkbox"/></p> <p>2. I am 18 - 20 years of age <input type="checkbox"/>    I am 21 years of age or over <input type="checkbox"/></p> <p>3. If the position requires a valid driver's license, please complete the following information:          State _____ Number _____ Class _____ Expiration Date _____</p> <p>4. <b>LICENSE OR CERTIFICATE.</b> If you possess a license or certificate which is a requirement for the position, please provide the following information:          Issuing Agency _____ Title _____          Number _____ Expiration Date _____</p> <p>5. <b>FOR BILINGUAL POSITIONS ONLY.</b> What language(s), other than English, do you speak and/or write?          Speak _____ Write _____</p> <p>7. Have you ever been discharged or forced to resign from any job? Yes <input type="checkbox"/> No <input type="checkbox"/>          If "YES", please explain. _____          _____</p> <p>8. Are you currently or have you ever worked for Yuba-Sutter Transit? Yes <input type="checkbox"/> No <input type="checkbox"/>          If "YES", please indicate position title. _____          If you previously worked for Yuba-Sutter Transit under another name, please indicate: _____</p> <p>9. Are you related by blood or marriage to any person(s) presently employed by Yuba-Sutter Transit? Yes <input type="checkbox"/> No <input type="checkbox"/>          (Yuba-Sutter Transit rules prohibit certain employment of relatives.)</p> <p>10. Some Yuba-Sutter Transit positions may require some early morning, evening and weekend work. Please indicate any hours or days that you cannot or will not work: _____</p>		
<b>FOR HUMAN RESOURCES USE ONLY</b>		
Meets MQs: Yes <input type="checkbox"/> No <input type="checkbox"/>	Initials _____	Date _____
Comments: _____		



### Education

School, College, or University Attended	Major	Semester Units Earned	Quarter Units Earned	Degree Earned & Date

### Experience

**DO NOT INDICATE "SEE RESUME."** Resumes are not acceptable as substitutes for any part of the application. Begin with your most recent experience and list all experience for the last ten years **OR** any relevant experience for the position you are applying for. Describe your skills, knowledge and abilities completely as they relate to the position you are applying for. **ADDITIONAL PAGES MAY BE ATTACHED.**

Employment Dates and Salaries	Occupation and Description of Duties	Employer Information
A. Month/Day/Year From: To: No. of People Supervised: ____ Hours per Week: _____	Your Title: Your Duties:	Employer: Address: City/State: _____ Supervisor: _____ Phone: _____ Reason for Leaving: _____
B. Month/Day/Year From: To: No. of People Supervised: ____ Hours per Week: _____	Your Title: Your Duties:	Employer: Address: City/State: _____ Supervisor: _____ Phone: _____ Reason for Leaving: _____
C. Month/Day/Year From: To: No. of People Supervised: ____ Hours per Week: _____	Your Title: Your Duties:	Employer: Address: City/State: _____ Supervisor: _____ Phone: _____ Reason for Leaving: _____
D. Month/Day/Year From: To: No. of People Supervised: ____ Hours per Week: _____	Your Title: Your Duties:	Employer: Address: City/State: _____ Supervisor: _____ Phone: _____ Reason for Leaving: _____
E. Month/Day/Year From: To: No. of People Supervised: ____ Hours per Week: _____	Your Title: Your Duties:	Employer: Address: City/State: _____ Supervisor: _____ Phone: _____ Reason for Leaving: _____

#### CERTIFICATION AND AGREEMENT OF APPLICANT

I CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ATTACHMENTS ARE TRUE IN ALL RESPECTS AND I UNDERSTAND AND AGREE THAT MISSTATEMENTS AND OR OMISSIONS OF ANY MATERIAL FACT MAY BE CAUSE FOR DISQUALIFICATION OR DISMISSAL. I ALSO GRANT PERMISSION FOR YUBA-SUTTER TRANSIT TO VERIFY ANY AND ALL INFORMATION CONTAINED WITHIN BY CONTACTING CURRENT AND FORMER EMPLOYERS, SCHOOLS, REFERENCES AND ANY OTHER PERSON. I RELEASE ALL SUCH PERSONS FROM ANY LIABILITY OR DAMAGES ON ACCOUNT OF HAVING FURNISHED SUCH INFORMATION. (YOUR CURRENT EMPLOYER WILL NOT BE CONTACTED UNLESS YOU ARE BEING CONSIDERED AS A FINALIST IN THE RECRUITMENT PROCESS.) I UNDERSTAND AND AGREE THAT IT IS MY RESPONSIBILITY TO ENSURE THAT MY APPLICATION IS RECEIVED BY THE HUMAN RESOURCES DEPARTMENT NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. POSTMARKS WILL NOT BE ACCEPTED. I UNDERSTAND THAT PRIOR TO BEING OFFERED EMPLOYMENT I MAY BE REQUESTED TO PARTICIPATE IN ORAL INTERVIEW (S). IN THE EVENT THAT I BELIEVE I HAVE A DISABILITY WHICH WILL AFFECT MY ABILITY TO TAKE ANY TEST, I WILL SO INFORM THE HUMAN RESOURCES DEPARTMENT PRIOR TO THE ADMINISTRATION OF THE TEST SO THAT IT CAN BE DETERMINED IF A REASONABLE ACCOMMODATION IS AVAILABLE WHICH WILL FACILITATE MY TAKING THE TEST. REQUESTED ACCOMMODATIONS MAY INCLUDE ACCESSIBLE TESTING SITES, MODIFIED TESTING CONDITIONS AND ACCESSIBLE TESTING FORMATS. YUBA-SUTTER TRANSIT RESERVES THE RIGHT TO REQUIRE MEDICAL DOCUMENTATION CONCERNING THE NEED FOR ACCOMMODATION. I UNDERSTAND AND AGREE THAT EMPLOYMENT IS CONTINGENT UPON SUCCESSFUL COMPLETION OF A JOB RELATED PRE-PLACEMENT MEDICAL REVIEW/EXAMINATION WHICH WILL INCLUDE DRUG TESTING AND MY FURNISHING DOCUMENTATION EVIDENCING EMPLOYMENT AUTHORIZATION IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 (IRCA). A BACKGROUND INVESTIGATION, INCLUDING FINGER PRINTING AND CREDIT CHECK, WILL BE REQUIRED FOR SOME POSITIONS. I UNDERSTAND AND AGREE THAT EMPLOYMENT DOES NOT OCCUR UNTIL THE APPOINTING AUTHORITY AND THE HUMAN RESOURCES DEPARTMENT COMPLETE A PAYROLL PERSONNEL FORM (PPF) APPOINTING ME TO A POSITION FOLLOWING SUCCESSFUL COMPLETION OF ALL EMPLOYMENT PROCEDURES. UNTIL FORMAL APPOINTMENT IS MADE IN THIS MANNER, ANY OFFERS OF EMPLOYMENT ARE CONDITIONAL AND PRELIMINARY AND MAY BE WITHDRAWN.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Completion of this form is strictly voluntary. This form will be detached and kept separate and confidential from the application. Information provided on this form will not be considered in any employment decision.

<b>Position Applied for:</b>	<b>Date:</b>
<b>Age Group:</b> <input type="checkbox"/> 21 or under <input type="checkbox"/> 22 to 39 <input type="checkbox"/> 40 to 70 <input type="checkbox"/> 71 or older	<b>Social Security Number:</b>
Please indicate how you became aware of this job opportunity. (Check one or more)	
<input type="checkbox"/> (A) Appeal-Democrat <input type="checkbox"/> (B) Sacramento Bee <input type="checkbox"/> (C) Chico Enterprise <input type="checkbox"/> (D) California Transit Association (CTA) <input type="checkbox"/> (E) California Association for Coordinated Transportation (CalACT) <input type="checkbox"/> (G) Listing at Sutter County Human Resources Department <input type="checkbox"/> (H) Listing at Yuba County Human Resources Department	<input type="checkbox"/> (I) Yuba-Sutter Transit Web Site <input type="checkbox"/> (J) Internet (web site address/name) <input type="checkbox"/> (K) CSAC Web Site <input type="checkbox"/> (L) Employment Development Department <input type="checkbox"/> (M) Yuba-Sutter Transit Employee, Friend or Relative <input type="checkbox"/> (N) Bulletin Board (where) _____ <input type="checkbox"/> (O) Other (please specify) _____

**Completion of this section is optional. State law prohibits the use of this information for other than statistical purposes.**

MALE  FEMALE

**Race/Ethnic Identification:**

**WHITE, not of Hispanic Origin.** A person having origins in any of the original people of Europe, North Africa or the Middle East.

**BLACK, not of Hispanic Origin.** A person having origins in any of the black racial groups of Africa.

**HISPANIC.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture of origin, regardless of race.

**ASIAN OR PACIFIC ISLANDER.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

**AMERICAN INDIAN OR ALASKAN NATIVE.** A person having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

**OTHER.** Please Specify \_\_\_\_\_