



**SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:**

Program Analyst

SALARY:	\$71,304.00 - \$99,852.00 Annually
DEPARTMENT:	Office of the General Manager/CEO
OPENING DATE:	08/10/22
CLOSING DATE:	Continuous
RECRUITMENT TYPE:	Internal/External
DESCRIPTION:	

THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED.

The purpose of this position is to perform professional analytical and technical level project work in the administration, coordination and management of a single program or project of moderate visibility, or assists in managing one or more major programs. This is accomplished by researching, compiling, and evaluating data and making recommendations; preparing reports and budgets; and coordinating program activities with other departments or outside agencies. Other duties include providing operating and capital budget management support, managing departmental contracts and providing complex administrative support to the assigned division. Specific responsibilities depend upon assignment and incumbents may be cross-trained or reassigned as necessary.

The purpose of this position will be to research, report and provide analysis to the Office of the General Manager/CEO department. This position will compile and analyze data, prepare complex reports and manage multiple projects.

EXAMPLES OF DUTIES:

Plans, organizes and administers/manages various special programs. Performs research and analysis in the development of program activities, including program compliance and eligibility, regulatory issues, and funding requirements. Performs research and prepares studies as required; conducts surveys, compiles and analyzes data and formulates program policies and procedures; monitors and evaluates program effectiveness and outcomes; prepares periodic or specialized reports of program activities. Makes presentations to senior management/Executive Management as it relates to program work. Provides program training to departments as needed. Reviews and provides recommendations for updates to standard operating procedures. Provides recommendations for budget projections and assists with budget preparation and administration. Assists in determining financial methods, procedures and costs pertaining to a departmental service or program; conducts cost benefit analyses and reviews and prepares financial and statistical reports. Coordinates contract arrangements with other organizations and private parties.

Reviews monthly department/division budget and expenditures; manages departmental contracts including the development of scope of work, identifying funding, creating proposals, bids and purchase orders and processing invoices. Provides complex administrative support to

assigned department to include preparing and ensuring submission of regularly scheduled information such as payroll; making travel arrangements, scheduling meetings, completing agenda packets and conducting surveys for best practices. Compiles, analyzes and summarizes statistical information from a variety of sources and creates related reports. Creates and provides ad hoc reports as needed. Creates tables and queries as requested to maintain various Department databases. Creates templates and forms for the department. Troubleshoots department databases as required.

MINIMUM QUALIFICATIONS:

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Education: Bachelor's degree or equivalent in Human Resources, Business Administration, Public Administration, Organizational Development, Economics, Finance or a closely related field.

Experience: A minimum of three (3) years of experience in report writing, research, analysis and/or technical support in the areas of administration, program management or system operations. Public sector experience is preferred. Experience in the program area is desirable.

Proof of education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications and job announcements are available at our website at www.sacrt.com.

A completed employment application and proof of education as outlined above, must be submitted online. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity Employer EOE - Minorities/Women/Disabled/Veterans

This position falls under Management and Confidential Employee Group (MCEG).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sacrt.com/Career/>

Position #2022-00692IE
PROGRAM ANALYST
CW

2810 O Street
Sacramento, CA 95816

Program Analyst Supplemental Questionnaire

- * 1. Please describe, in detail, your experience providing oversight, administrative support, analysis, and performance data to ensure compliance. In your response, include the employer and number of years/months you performed the function.

- * 2. Please describe, in detail, your experience working in the community, attending events and advocating on behalf of organizations and positions. In your response, include the employer and number of years/months you performed the function.

- * 3. Please describe, in detail, your experience in report writing, research, analysis and/or technical support in the areas of administration, program management or system operations. In your response, include the employer and number of years/months you performed the function.

- * Required Question