



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Transit Specialist I

An Equal Opportunity Employer

SALARY

\$32.69 - \$39.73 Hourly \$2,624.15 - \$3,189.28 Biweekly \$5,685.66 - \$6,910.11 Monthly
\$68,227.95 - \$82,921.28 Annually

OPENING DATE: 06/15/22

CLOSING DATE: Continuous

THE POSITION



Grow your career in transportation planning and improvement with the County of Sonoma!

Starting salary up to \$39.73/hour (\$82,921/year), a cash allowance of \$600/month, and a competitive total compensation package!*

Transportation and Public Works (TPW) is currently recruiting to fill a Transit Specialist position at either the I or II level. If you are interested in applying at either level of this opportunity, you must apply to the separate, concurrent recruitments being conducted for those levels.

What We Offer

Working at the County of Sonoma offers expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment, and the satisfaction of knowing your contributions work to better our shared community. You can also look forward to flexible work arrangements and excellent benefits* including:

- Eligibility for a salary increase after 1,040 hours (6 months when working full-time) for good work performance; eligibility for a salary increase for good performance every year thereafter, until reaching the top of the salary range
- With time and good performance, the opportunity for advancement to the II level (salary up to \$48.47/hour)
- Competitive vacation and sick leave accruals, 12 paid holidays, and an additional 8 floating holiday hours per year
- County paid 100% premium contribution for the majority of employee-only and employee + family health plan options
- An annual Staff Development/Wellness Benefit allowance of up to \$500 and ongoing education/training opportunities

- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- Retirement fully integrated with Social Security
- May be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment

[Join Our Team](#)

TPW leads the way to a safe and sustainable community by planning, building, managing, and maintaining Sonoma County's investment in quality services and infrastructure. It is the responsibility of the Transit Division of TPW to administer [Sonoma County Transit](#), the County's own public transportation system. This state-of-the-art fleet serves numerous locations across the County, benefiting Sonoma County residents and visitors alike. Currently, TPW is recruiting for a Transit Specialist who will effectively prioritize and coordinate transit program objectives, analyze data to assess transit programs and systems, and address public inquiries and complaints related to the transit system.

The ideal Transit Specialist candidate will:

- Thoroughly understand transit system operations, including fixed-route schedule development, vehicle deployment methods, transit service cost/benefit analysis, ridership analysis, and development of fare alternatives
- Have knowledge of the Short-Range Transit Planning process including, its purpose, preparation, approach, service and financial evaluation methods, and public review processes
- Possess knowledge of the Americans with Disabilities Act (ADA) and its impact on County-provided, fixed-route, and paratransit services
- Have experience preparing federal, state, and/or regional grant applications for capital and/or operating projects
- Be able to develop and effectively use spreadsheets to conduct transit operational analysis of fare revenue projections, level of service alternatives, ridership projections, service costs, and subsidy evaluation
- Have experience in participating on technical advisory committees that are related to the coordination of County-wide and regional fixed-route and/or paratransit services
- Be able to evaluate customer service requests and complaints, establish validity, and determine corrective action(s) and an effective response

[Bring Your Commitment to Public Service to the County of Sonoma](#)

The County of Sonoma is the place to live, grow, and build your career legacy. When you join the County of Sonoma, you'll have the freedom to explore the beauty of our county - its picturesque coastline, majestic redwoods, historic towns, fine dining, award-winning wineries, and a wide variety of entertainment and cultural activities. For additional information about the beauty of our community and the valuable services and support that the County provides our communities, please visit sonomacounty.ca.gov and sonomacountyconnections.org.

TPW is currently recruiting to fill a Transit Specialist position at either the I or II level. The employment list established from this recruitment may be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. ***Qualified County employees who wish to be considered for future positions should consider applying to this recruitment.***

*Salary is negotiable within the established range. Benefits described herein do not represent a contract and may be changed without notice. Additional information can be found in the [Service Employees International Union Local 1021 Memorandum Of Understanding \(SEIU MOU\)](#) and our [Employee Benefits directory](#).

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education and Experience: Two years of educational coursework at an accredited college or university in transit, transportation or engineering, or related planning field which provides the knowledge and ability listed, and two years direct work experience in an environment related to transit, transportation, or relevant planning field.

OR

Any combination of education and experience that would demonstrate possession of the required knowledge and abilities. Normally, three years experience in transit operations and management coupled with academic course-work in transit related areas would provide this opportunity. Additional years of academic course work may be substituted for the required experience on a year for year basis.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of: county government organization and functions and their relationship with the organization of local government and districts.

Some knowledge of: travel and routing systems analysis which relates to public transit and transportation systems; federal and state funding sources leading to the development of new and improved county-wide transportation systems; public transit, policy and administration; public finance administration; laws, rules and regulations governing the operations of public and private transit and transportation systems planning.

Ability to: establish and maintain effective working relationships with county and city officials, employees, public and private transportation operators and the public; speak effectively before groups, organizations and related audiences; research, assemble and present, either in written or oral forms, data and recommendations on transportation systems; learn to identify and secure federal and state funds relating to transportation development and systems; learn to analyze costs and effects of current and proposed countywide transportation systems.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job with the County of Sonoma](#) to review more detailed information about the hiring process, including the application process, examination steps, and department selection

process

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions may be scored using position-specific criteria.

Please provide specific and detailed responses of a reasonable length to allow for a thorough assessment of your qualifications. Responses that state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as the number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer is contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted online at www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Continuous recruitments may close without notice at any time that a sufficient number of qualified applications have been received. Applications received after the recruitment closes will not be accepted.

The County of Sonoma values diversity and is dedicated to creating a workplace environment that provides individuals with a sense of belonging. We are committed to having a diverse workforce that is representative of the communities we serve. The County is proud to be an Equal Opportunity Employer where all aspects of employment are based on merit, competence, performance, and business need.

HR Analyst: CG
HR Technician: KC

<http://www.yourpath2sonomacounty.org>
OR
575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

Transit Specialist I Supplemental Questionnaire

- * 1. Please indicate if you would also be interested in future part-time or extra-help (temporary, intermittent, or seasonal employment) positions should they become available. Check all that apply.
- I would also like to be considered for future part-time positions
 - I would also like to be considered for future extra-help positions
 - I am only interested in full-time positions
- * 2. How did you first learn about this opportunity?
- American Public Transportation Association (APTA)
 - American Public Works Association (APWA)
 - Association of Bay Area Governments (ABAG)
 - California Association for Coordinated Transportation (CALACT)
 - California Transit Association (caltransit)
 - CalJobs
 - Careers in Government
 - College or University
 - Craigslist
 - DiversityJobs
 - Employee of Sonoma County
 - Facebook
 - Glassdoor
 - Google Jobs
 - GovernmentJobs.com
 - Hispanic Chamber of Commerce of Sonoma County
 - Indeed
 - Instagram
 - Job Fair
 - La Voz
 - Latino Service Providers
 - LinkedIn
 - Los Cien
 - Minority Organization or Group
 - Press Democrat
 - sonoma-county.org/www.yourpath2sonomacounty.org
 - Sonoma County Human Resources Office
 - Sonoma County Job Line
 - Start Here!
 - Twitter
 - Veterans Services Office
 - Women's Organization or Group
 - Workplace Diversity
 - ZipRecruiter
 - Other Internet Site
 - Other Publication
- * 3. **For this question and all subsequent questions provide sufficient information to allow for a thorough evaluation of your qualifications. Responses to supplemental questions may be scored using position-specific criteria and may be reviewed by hiring managers.**

Please list your certifications, coursework, and/or degree(s) in transit, transportation, engineering, or related planning field.

- * 4. Please describe your years of work experience related to public transit and transportation planning, development, and/or operations. Highlight your experience scheduling fixed-route services, developing bus stops (design, safety considerations, and site evaluation), the use of technology such as Automatic Vehicle Locater System (AVLS), and/or electronic fare boxes for data gathering.

For each relevant position you list, include job title(s), employer's name, dates of employment (mm/yy - mm/yy), and a description of your primary responsibilities/the types of projects you worked on.

- * 5. Please describe your training and/or experience applying the Americans with Disabilities Act (ADA) within the context of public transportation systems and/or fixed-route and paratransit operations.
- * 6. Please describe your experience preparing federal, state, and/or regional grant applications for capital and/or operating projects. Highlight your experience:
 - Researching and identifying opportunities
 - Completing applications
 - Tracking expenses and/or preparing invoices for funding reimbursement
 - Ensuring compliance with reporting requirements

* Required Question



COUNTY OF SONOMA BENEFITS: GENERAL*

IMPORTANT NOTE: Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation and sick leave accruals; 12 paid holidays, and an additional 8 floating holiday hours per year; and may be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment.

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution towards the premium (the contribution amount varies by bargaining unit. For specific details, please refer to the applicable Memorandum of Understanding MOU). A County contribution to a Health Reimbursement Arrangement is available for some bargaining units.

Cash Allowance: In addition to monthly salary, a cash allowance of approximately \$600 per month.

Retirement: Fully integrated with Social Security.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details about benefit and compensation packages can be found in the MOUs located at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonoma-county.org or 707-565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.