



**CITY OF COVINA**  
invites applications for the position of:

## **Transportation Management Analyst**

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**SALARY:** \$28.13 - \$36.83 Hourly  
\$4,875.87 - \$6,383.87 Monthly  
\$58,510.40 - \$76,606.40 Annually

**OPENING DATE:** 09/20/18

**CLOSING DATE:** Continuous

**DESCRIPTION:**

Under general supervision of the Environmental Services and Transportation Manager, performs a variety of complex professional, administrative, analytical, and management support duties related to transportation administration, transit facility management, contract and grant administration, bicycle and alternative transportation programs, transit education and outreach efforts, and local/State/Federal transit funding and budgets.

**ESSENTIAL FUNCTIONS:**

*(include but are not limited to the following)*

- Reviews and analyzes City programs, ordinances, and processes for compliance with complex Federal, State and local laws and regulations pertaining to transportation administration, transit facility management, and paratransit operations.
- Assesses, monitors and reports on compliance with transit funding requirements including Proposition A, Proposition C, Measure M, and Measure R, SB-1, STPL, and other funding sources.
- Tracks and analyzes transportation legislation and regulations.
- Prepare transportation related grant applications and administer previously awarded grants.
- Prepares and presents reports and recommendations on transportation programs and issues.
- Conducts surveys and performs research and statistical analysis on administrative, fiscal, and operational problems.
- Coordinates capital improvements, maintenance, and repairs for City's transportation facilities including parking structures, train platform, bus shelters, and parking lots.
- Organize and maintain critical contract and grant documents per City's Retention Policy.
- Administers a variety of transit related contracts including security, transit facility and elevator maintenance, alarm monitoring, parking permits, alternative transportation, bicycle storage, and others.
- Assists Engineering staff to prepare reports and secure local return funding for Capital Improvement projects.
- Attends staff, City Council and/or Traffic Safety Commission meetings as assigned.
- Develops Request for Proposals, Requests for Bids, Professional Services Agreements, and contracts and follows through to the hearing process; assists in screening, interviewing, and selecting contractors and consultants; coordinates the final contracting process; oversees the work of contractors and consultants to ensure work is completed as specified.

- Prepares program budgets; analyzes past and future revenue projections; participates in the forecast of necessary funds for staffing, materials, services, and supplies; monitors and assists in the administration of the approved budget.
- Prepares information and materials for dissemination to the general public and targeted audiences regarding City's transportation programs; updates the Transportation website as necessary.
- Provides customer support via telephone and at the counter; provides information about transportation programs to Seniors and the general public; responds to and resolves inquiries and complaints; writes, edits, and designs articles for City publications and press releases.
- Establishes positive working relationships with representatives of community organizations, State/local agencies and associations, City management and staff, and the public.
- Administers the Senior Paratransit Program and the parking permit requirements.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, need to lift, drag and push files, paper and documents weighing up to 25 pounds is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**MINIMUM QUALIFICATIONS:**

*(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

- Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Transportation Management Analyst**. A typical way of obtaining the required qualifications is to possess a bachelor's degree in business administration, public administration, engineering or transportation management, or a related field, and one year of progressively responsible administrative, analytical and technical experience.

**KNOWLEDGE/ABILITIES/SKILLS:**

*(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

- Modern principles, practices and methods of administrative and organizational analysis; public administration policies and procedures; principles of grant proposal writing and administration; research and reporting methods, techniques and procedures; principles of mathematics and statistical analysis; structure and organization of public sector agencies; principles and practices of public human resources administration, budget development and implementation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

- Analyze financial, budgetary, administrative, operational and organizational problems; consult effectively with management, staff and the public; develop, coordinate and administer assigned

work programs and grants; identify private, state and federal funding sources; serve as a liaison between various public agencies; develop and administer a budget; prepare clear and concise administrative documents and reports; analyze, interpret, summarize and present a variety of fiscal, human resources, statistical and administrative reports in an effective manner; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

- Operate an office computer and a variety of word processing, spreadsheet and other software applications.

**License/Certificate:**

- Possession of, or ability to obtain, a valid class C California driver's license.

**ADDITIONAL INFORMATION:**

**IMPORTANT APPLICATION INFORMATION AND INSTRUCTION**

Applications will be accepted on a **Continuous Basis** until a sufficient number of qualified applications have been received. The deadline for the **first review** of applications is on **Monday, October 8, 2018**. Applicants are encouraged to apply early. Applicants that apply after the first review are not guaranteed to be considered for this recruitment. This recruitment may close at any time without notice after the first review date.

**The selection process may consist of, but not limited to a skills assessment and oral interview.**

Candidates must be specific and complete in describing their qualifications for this position. Failure to state all pertinent information may lead to elimination from consideration. Stating "See Resume" is not an acceptable substitution for a complete application.

The successful candidate will be required to undergo a reference/background check (to include a conviction record and LIVE SCAN) and pass a post-offer pre-employment medical examination (which will include a drug/alcohol screening).

The City of Covina utilizes E-Verify and new employees must provide documentation to establish both identity and work authorization.

Communications regarding your application and/or status will be sent to the email address listed on your application. Please check your email regularly throughout the recruitment process as you will not receive communication by any other method.

***The City of Covina is an Equal Opportunity Employer***

The City of Covina provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the City of Covina complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The City of Covina expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information,

disability, or veteran status. Improper interference with the ability of the City of Covina's employees to perform their job duties may result in discipline up to and including discharge.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.covinaca.gov/hr>

Position #2018-00122  
TRANSPORTATION MANAGEMENT ANALYST  
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125 East College Street  
Covina, CA 91723  
(626) 384-5551

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### Transportation Management Analyst Supplemental Questionnaire

- \* 1. Candidates will be evaluated based on the information provided on both the application and the responses to the following Supplemental Questions. Failure to fully detail all experience or stating experience in response to the Supplemental Question but not listing the experience in the application, copy/pasting information, or responses referring to your resume may eliminate you from consideration. Please indicate "Yes" to reflect that you have read and understand this information.  
 Yes    No
  
- \* 2. Do you currently possess a Bachelor's degree in public administration, transportation planning and management, transportation engineering, or a related field?  
 Yes    No
  
- \* 3. Please list your degree and major. Also, list any other relevant education and training. If none, type N/A.
  
- \* 4. Do you possess at least two years of professional work experience in public administration, transportation planning and management, transportation engineering, public works or a related field?  
 Yes    No
  
- \* 5. If you indicated you have experience in the previous question, please indicate where and when you received this experience.
  
- 6. Please describe your experience working within the transportation management field? If none, please enter "N/A".
  
- \* 7. Please describe your experience managing local transportation funds such as Prop A or C, Measures M or R, SB-1, TDA-3 or transportation grants. If none, please enter "N/A".
  
- \* 8. Please describe your experience preparing transportation annual reports (NTD, SB-1, LRS) or quarterly grant progress reports. If none, please enter "N/A".

- \* 9. Please briefly describe your experience coordinating transportation outreach programs. If none, please enter "N/A"
  
- \* 10. Please provide a brief narrative describing a successful transportation project that you have worked on within the past 12 months. If none, please enter "N/A".
  
- \* 11. **Acknowledgment:** I understand that I cannot update my application once I have submitted it. Therefore, I have fully completed ALL sections and provided full descriptions of my duties and responsibilities for each employer listed in my work experience, and have fully supported ALL of my responses to the Supplemental Questionnaire with the materials found in my application.

I understand

\* Required Question