



**San Francisco
County Transportation
Authority**

PC020624

RESOLUTION NO. 24-25

RESOLUTION ADOPTING FIVE NEW JOB CLASSIFICATIONS AND A REVISED ORGANIZATION CHART

WHEREAS, In May 2023 through Resolution 23-52, the Board approved a staff reorganization plan to reclassify three job positions to meet existing workload management needs and provided growth pathways for staff to progress within the agency, which kept the agency at 47 full-time equivalent (FTE) staff; and

WHEREAS, After reviewing the proposed 2024 agency workplan, staff resources, and current positions descriptions, Transportation Authority staff recommended creating five new position descriptions (Attachment 1) to help provide succession pathways to attract and retain high quality staff and to establish job classifications that better align with near-term work program needs; and

WHEREAS, The proposed 2024 agency workplan requires a reorganization of staff resources for work the agency is undertaking on behalf of the Treasure Island Development Authority including the Yerba Buena Island (YBI) West Side Bridges Seismic Retrofit Project, Hillcrest Road Improvement Project, and YBI Multi-Use Pathway; as well as I-280 Ocean Avenue and Geneva Ramps improvements in the Balboa Park area; and oversight and project delivery support for highway and streets projects including, but not limited to 19th Avenue Improvements, Sloat/Skyline intersection modification, and Quint Street Connector Road; and

WHEREAS, Based on these considerations, along with creating growth pathways to attract and retain high quality staff to progress within the agency, staff recommended the reclassification of five positions as shown in the proposed revised organizational structure in Attachment 2, which retains the current number of positions (47 FTEs); and

WHEREAS, The proposed job reclassifications would be offset in Fiscal Year 2023/24 given that the differential in salary ranges between the Associate Engineer's salary and the Staff Accountant's salary, plus delays in hiring and recent departures of



**San Francisco
County Transportation
Authority**

PC020624

RESOLUTION NO. 24-25

staff even if all proposed positions were immediately advertised and filled in Fiscal Year 23/24; and

WHEREAS, The proposed reclassification of all five positions is estimated to net increase personnel costs up to a maximum \$67,700 in subsequent fiscal years and would be funded by a combination of current and future regional, state, and federal grants, and Prop L operating and appropriations; and

WHEREAS, On February 6, 2024, the Personnel Committee met and unanimously recommended approval of the staff recommendations; now, therefore, be it

RESOLVED, That the Transportation Authority hereby adopts five new job classifications included in Attachment 1: Highway Program Manager; Finance Manager; Senior Public Policy Manager; Principal Transportation Planner, Government Affairs; Senior Transportation Planner, Government Affairs; and be it further

RESOLVED, That the Transportation Authority hereby adopts the revised organizational structure shown in Attachment 2.

Attachments:

1. Attachment 1- New Job Classifications (5)
2. Attachment 2 -Revised Organization Chart



**San Francisco
County Transportation
Authority**

PC020624

RESOLUTION NO. 24-25

The foregoing Resolution was approved and adopted by the San Francisco County Transportation Authority at a regularly scheduled meeting thereof, this 13th day of February 2024, by the following votes:

Ayes: Commissioners Chan, Dorsey, Engardio, Mandelman, Melgar, Peskin, Preston, Ronen, Safaí, and Stefani (10)

Nays: none (0)

Absent: Commissioner Walton (1)

DocuSigned by:
Rafael Mandelman 3/20/2024
3235B3A057A3450...
Rafael Mandelman Date
Chair

ATTEST: DocuSigned by:
Tilly Chang 3/21/2024
FFD2528AB8BE49B...
Tilly Chang Date
Executive Director



**San Francisco
County Transportation
Authority**

Job Description

CAPITAL PROJECTS DIVISION

Highway Program Manager

The San Francisco County Transportation Authority is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Highway Program Manager manages, oversees, or coordinates project development efforts on numerous highway and streets projects and programs funded by and/or affecting San Francisco. These include:

- Executing delivery and supporting the planning of highway and street projects including Yerba Buena Island/Treasure Island infrastructure improvement projects, working in collaboration with the Treasure Island Development Authority (TIDA); Highway 280 improvements in the Balboa Park area; and select Transportation Authority programs and funding initiatives.
- Conducting project delivery oversight of highway and street projects including, but not limited to 19th Avenue Improvements, Sloat/Skyline intersection modifications, Better Market Street, and Quint Connector Road.

Reports to: Deputy Director for Capital Projects
Time, Exempt

Exemption Status: Full-

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, directs, and supports capital project development efforts in order to ensure timely and cost-effective delivery of the numerous highway and streets projects/programs affecting San Francisco including the Yerba Buena Island/Treasure Island infrastructure improvement projects, working in collaboration with the TIDA; Highway 280 improvements in the Balboa Park area; and select Transportation Authority programs and funding initiatives.
- Provides project delivery oversight to project sponsors and manages contract engineering and design personnel engaged in highway and streets capital projects as well as select program support and development. Example projects include, but are not limited to 19th Avenue Improvements, Sloat/Skyline intersection modifications, Better Market Street, and Quint Connector Road.
- Facilitates interagency coordination and communication between key stakeholders, including: the Federal Highway Administration; local, state, and regional transportation

agencies; Caltrans; the City and County of San Francisco; funding partners; and other stakeholders.

- Coordinates with federal, state, and local agencies during project funding conceptualization, design, and implementation, and ensures compliance with any pertinent administrative requirements.
- Engages and interacts with internal and external stakeholders including Transportation Authority employees and employees from other regional agencies, private entities, as well as, federal, state, and local government officials and residents, businesses, engineers, contractors, and consultants.
- Directs the preparation and maintenance of project schedules, budgets, and quality control objectives and procedures.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.
- Continually provide cost reviews and projections and assists with positioning the project to successfully secure funding.
- Directs the preparation of and reviews grants, contracts, memorandums, and correspondence.
- Prepares Board memoranda and Transportation Authority correspondence, and presents before management, the Transportation Authority Board, other external agencies, and the public.

SUPERVISORY RESPONSIBILITIES: May supervise external consultant teams or staff.

MINIMUM QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in Transportation Planning, Civil, Transportation Engineering or related field. Seven (7) years of progressively responsible experience in transportation project and program management required, including at least three (3) years of demonstrated staff management experience as well as planning and delivering urban highway and streets projects. An equivalent combination of education and experience is acceptable.

Knowledge: Advanced knowledge of principles, practices, and techniques of project and program management for capital projects, specifically rail; standard cost estimation and value engineering techniques; standard transportation planning principles and methods; consultant contract preparation and oversight of consultant contracts for professional services; regulatory requirements and guidelines associated with obligation and expenditure of local, regional, state and federal transportation funds for capital projects; database management techniques; and proficiency with standard computer spreadsheet, word processing and presentation software.

Skills and Abilities: Ability to implement an effective capital project and program monitoring plan to ensure timely and cost-effective project delivery; familiarity with project scheduling applications; ability to analyze and interpret data pertaining to capital planning issues using appropriate methods and statistical techniques; ability to work and communicate with contractors, consultants, engineers, planners, and other internal and external stakeholders; summarize and present data and prepare written reports and recommendations; speak effectively; and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$164,980 - \$229,200.....Adopted 2/13/2024
Resolution No. 24-25**



**San Francisco
County Transportation
Authority**

Job Description

FINANCE & ADMINISTRATION DIVISION

Finance Manager

The San Francisco County Transportation Authority is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Finance Manager takes part in the management of the Transportation Authority's accounting, finance, and administrative support functions, including financial systems, budgeting, procurement, and contracting. The Finance Manager also assists and participates in planning, organizing, and facilitating the activities of the Transportation Authority, and providing a wide range of professional support to the Executive Director and Chief Deputy Director.

Reports to: Deputy Director for Finance and Administration
Time, Exempt

Exemption Status: Full-

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs the structure, development and maintenance of the enterprise resources planning system. Establishes and maintains appropriate administrative and accounting policies, services, and structures, controls, and reporting systems. Reviews the general ledger, account reconciliations, and project module reconciliation to ensure data sync between modules. Collaborates with Policy and Programming Division staff to ensure financial data interfaces other reporting systems.
- Plans, organizes, and manages the fiscal and accounting activities consistent with established and accepted governmental accounting principles and practices, in sufficient detail to produce adequate cost, financial, and statistical data for management purposes. Reviews monthly, adjusting, and year-end adjustments.
- Oversees competitive contract vendor selection and contracting process, conforming to federal, state, local and Transportation Authority procurement and contracting policies, including public bids and requests for proposals; contract negotiation and award, provides information and training and technical assistance to staff and contractors on Transportation Authority contracting and procurement policies. Reviews cost estimates and terms for new and existing contracts, for proposed change orders and modifications; monitors data and information resources on current industry cost standards.
- Oversees the Transportation Authority's Disadvantaged Business Enterprise (DBE) and Local Business Enterprise (LBE) Program. Presents at outreach events with other agencies. Reviews contract performance, compliance, and statistical reports. Reviews small business goals for

individual contracts. Review and recommend updates to DBE/LBE policy to assure conformance with current regulations.

- Manages the activities related to the application for, and management of, multiple source capital projects and/or grants; manages reporting to funding agencies with project managers. Oversees grant program in accordance to grant and audit requirements. Oversees the approval of indirect cost allocation plan and related areas in the annual single audits and financial audits. Coordinates audits and acts as liaison to the auditors.
- Directs the development and administration of the annual and supplemental budgets. Reviews budget line item narrative, analyses, including revenue and expenditure forecasting, recommendations, and justifications for annual and supplemental requests. Monitors detailed and complex budgets, ensures expenditures remain within budget, and shifts funds within guidelines; assists Division and project managers with interpreting budget-related documents, and issues related to funds availability, fund transfers, and budget compliance. Manages and implements agency-wide and division performance measures.
- Reviews Board memoranda and official Transportation Authority correspondence; makes presentations to the Board and Committees and may represent the Executive Director before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.
- Assists with the development of the annual work plan for the division.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.

SUPERVISORY RESPONSIBILITIES: Supervises Principal Management Analyst, Senior Management Analyst and/or Management Analyst. May supervise external consultant teams.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: A bachelor's degree in public or business administration, finance, accounting, or economics from an accredited university, and six (6) years of progressively responsible experience in complex financial/fiscal analysis, economic analysis, contract administration, or legislative/ administrative policy analysis is required. At least one (1) year must be in a supervisory or managerial role. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of principles and techniques of governmental organization and management; principles and techniques of financial/fiscal analysis; principles and techniques of economic and policy analysis; principles and techniques of generally accepted accounting principles and government accounting standards; application of statistical and other analytical methods; applicable local, state, and federal laws and regulations; principles involved in the development and implementation of complex systems and procedures; methods, procedures, and techniques needed for negotiations of contract terms, change orders, cost estimates and modifications; advanced proficiency with standard computer spreadsheet, word processing, database management and presentation software.

Skills and Abilities: Ability to collect, synthesize, and analyze a wide variety of information; conduct difficult analytical studies involving complex administrative and financial systems and

procedures; work with authority and efficiency to identify and define problems, determine methodology, evaluate data, make recommendations with appropriate justification and develop/implement a plan of action; establish and maintain effective communication with senior management, officials, other staff, vendors, or other agencies; negotiate effectively; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$127,422 - \$175,840.....Adopted 2/13/2024
Resolution No. 24-25**



**San Francisco
County Transportation
Authority**

Job Description

EXECUTIVE DIVISION

Senior Public Policy Manager

The San Francisco County Transportation Authority is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Senior Public Policy Manager manages, coordinates, or performs complex and sensitive tasks in the areas of policy, legislation, fund programming and planning; engages and interacts with internal and external stakeholders including federal, state, and local governmental officials; and represents the agency on technical and policy advisory groups.

Reports to: Chief Deputy Director

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and supports development of policies and legislation to advance Transportation Authority goals and objectives, including research and analytical support, preparing briefing emails for San Francisco representatives on regional bodies, advocating before governmental agencies, and participating in community outreach.
- Engages and interacts with internal and external stakeholders including Transportation Authority employees and employees from other local and regional agencies, private entities, as well as federal, state, and local government officials and residents, businesses, and advocacy organizations.
- Facilitates interagency coordination and communication between key stakeholders to help shape Transportation Agency and/or San Francisco stakeholder input into the regional transportation plan and other regional and state policy matters.
- Provides policy and funding input into the development of the Transportation Authority's various programs and plans including, but not limited to, the San Francisco Transportation Plan. Supports development of funding and advocacy strategies for San Francisco priority projects.
- Negotiates and resolves complex policy challenges with federal, state, and regional transportation agencies and San Francisco stakeholders. Leads or assists in the development and negotiation of agreements with other agencies.
- Manages internal planning and policy studies, as directed; provides policy and technical input, and leads community involvement efforts. Reviews and comments on external policy, planning and legislative efforts.

- Prepares board memoranda and official Transportation Authority correspondence; makes presentations to the Board and committees and represent the Transportation Authority before state, federal and regional agencies, boards, and commissions, and before local citizens in public meetings and hearings.
- Assists with the development of the annual work plan for the division.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.

SUPERVISORY RESPONSIBILITIES: May supervise external consultants or staff.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a graduate degree in an appropriate discipline such as public policy, transportation planning or civil engineering; and seven (7) years of progressively responsible experience in transportation policy and legislative development, transportation planning, and transportation fund programming. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Advanced knowledge of public policy development and evaluation; local, regional, state, and federal legislative processes; transportation planning principles, techniques and methods, transportation funding and finance, and capital project development phases; proficiency with standard computer spreadsheet, word processing, and presentation software; basic research methods and database management techniques; statistical and computational analysis principles and methods.

Skills and Abilities: Skill in collecting, analyzing, and interpreting data and information pertaining to programming of transportation funds, transportation planning and policy issues, and legislation. Ability to facilitate meetings, build consensus among stakeholders, develop, and oversee outreach strategies, conduct policy analysis, and manage projects, staff, and consultants. Strong public presentation skills and public speaking for a wide variety of audiences, including elected officials, the public, advocates, and technical staff. Advanced writing and editing skills for a variety of communications media.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$128,718 - \$177,637.....Adopted 2/13/2024
Resolution No. 24-25**



**San Francisco
County Transportation
Authority**

Job Description

EXECUTIVE DIVISION

Principal Transportation Planner, Government Affairs

The San Francisco County Transportation Authority is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Government Affairs Transportation Planner Series in the Executive Division includes four levels of professionals who perform increasingly complex and sensitive tasks in the areas policy, legislation, fund programming and planning; and represents the agency on technical and policy advisory groups. The Principal Transportation Planner has full responsibility for larger projects and programs.

Reports to: Chief Deputy Director

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and supports development of policies and legislation to advance Transportation Authority goals and objectives, including research and analytical support, preparing briefing emails for San Francisco representatives on regional bodies, advocating before governmental agencies, and participating in community outreach.
- Provides policy and funding input into the development of the Transportation Authority's various programs and plans including, but not limited to, the Countywide Transportation Plan, Congestion Management Program, Sales Tax 5-Year Prioritization Programs, and Strategic Plans.
- Develops and supports development of policy and programming recommendations for federal, state, and regional fund sources, as well as coordinating San Francisco input into the regional transportation plan. Provides corresponding project delivery and funding advocacy support as needed, such as timely use of fund compliance and securing discretionary funds to facilitate project implementation and preservation of discretionary funds for San Francisco.
- Negotiates and resolves complex policy challenges with federal, state, and regional transportation agencies and San Francisco project sponsors. Leads or assists in the development and negotiation of agreements with other agencies.
- Manages internal planning and policy studies, as directed; provides policy and technical input, and leads community involvement efforts. Reviews and comments on external policy, planning and legislative efforts.
- Prepares board memoranda and official Transportation Authority correspondence; makes presentations to the Board and Committees and may represent the Transportation Authority before

state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.

- Assists with the development of the annual work plan for the division.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.

SUPERVISORY RESPONSIBILITIES: May supervise a Transportation Planner position, external consultant teams, and interns.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a graduate degree in an appropriate discipline such as public policy, transportation planning or civil engineering; and five (5) years of progressively responsible experience in transportation policy, transportation planning, transportation fund programming and allocation, and project delivery and oversight. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Advanced knowledge of public policy development and evaluation; local, regional, and state legislative processes; transportation planning principles, techniques and methods, transportation funding and finance, and capital project development phases; proficiency with standard computer spreadsheet, word processing, and presentation software; basic research methods and database management techniques; statistical and computational analysis principles and methods.

Skills and Abilities: Skill in collecting, analyzing, and interpreting data and information pertaining to programming of transportation funds, transportation planning and policy issues, and legislation. Ability to facilitate meetings, develop and oversee outreach strategies, conduct policy analysis, and manage projects and consultants. Strong public presentation skills and public speaking for a wide variety of audiences, including elected officials, the public and technical staff. Advanced writing and editing skills for a variety of communications media.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$117,333 - \$161,920.....Adopted 2/13/2024
Resolution No. 24-25**



**San Francisco
County Transportation
Authority**

Job Description

EXECUTIVE DIVISION

Senior Transportation Planner, Government Affairs

The San Francisco County Transportation Authority is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Government Affairs Transportation Planner Series in the Executive Division includes four levels of professionals who perform increasingly complex and sensitive tasks in the areas policy, legislation, fund programming and planning; and represents the agency on technical and policy advisory groups. The Senior Transportation Planner has full responsibility for mid-size to larger projects and programs.

Reports to: Senior Public Policy Manager

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and supports development of policies and legislation to advance Transportation Authority goals and objectives, including research and analytical support, preparing briefing emails for San Francisco representatives on regional bodies, advocating before governmental agencies, and participating in community outreach.
- Provides policy and funding input into the development of the Transportation Authority's various programs and plans including, but not limited to, the Countywide Transportation Plan, Congestion Management Program, Sales Tax 5-Year Prioritization Programs, and Strategic Plans.
- Develops and supports development of policy and programming recommendations for federal, state, and regional fund sources, as well as coordinating San Francisco input into the regional transportation plan. Provides corresponding project delivery and funding advocacy support, as needed, such as assisting project sponsors with timely use of funds compliance and securing discretionary funds to facilitate project implementation and preservation of discretionary funds for San Francisco.
- Assists with or negotiates and resolves increasingly complex policy challenges with federal, state, and regional transportation agencies and San Francisco project sponsors. Leads or assists in the development and negotiation of agreements with other agencies.
- Provides policy and technical input into internal planning and policy studies and/or may lead an internal planning and policy studies; supports and/or leads community involvement efforts. Reviews and comments on external policy, planning and legislative efforts.
- Prepares board memoranda and official Transportation Authority correspondence; makes presentations to the Board and Committees and may represent the Transportation Authority before state, federal and regional agencies, boards, and commissions; and before local citizens in public meetings and hearings.

SUPERVISORY RESPONSIBILITIES: May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a graduate degree in an appropriate discipline such as public policy, transportation planning or civil engineering; and three (3) years of progressively responsible experience in transportation policy, transportation planning, transportation fund programming and allocation, and project delivery and oversight. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Advanced knowledge of public policy development and evaluation; local, regional, and state legislative processes; transportation planning principles, techniques and methods, transportation funding and finance, and capital project development phases; proficiency with standard computer spreadsheet, word processing, and presentation software; basic research methods and database management techniques; statistical and computational analysis principles and methods.

Skills and Abilities: Skill in collecting, analyzing, and interpreting data and information pertaining to programming of transportation funds, transportation planning and policy issues, and legislation. Ability to facilitate meetings, develop and oversee outreach strategies, conduct policy analysis, and manage projects and consultants. Strong public presentation skills and public speaking for a wide variety of audiences, including elected officials, the public and technical staff. Advanced writing and editing skills for a variety of communications media.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$101,174 - \$139,618.....Adopted 2/13/2024
Resolution No. 24-25**

Proposed Agency Structure 47 STAFF POSITIONS



San Francisco
County Transportation
Authority

Revised February 1, 2024

