



Job Description

POLICY & PROGRAMMING DIVISION Program Analyst

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 Program Analyst organizes, leads and/or participates in detailed analytical work in the areas of grants administration and program oversight, data management, and fund programming for assistance with larger or has full responsibility for smaller projects and programs.

Reports to: Deputy Director for Policy & Programming

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates timely issuance of grant agreements for Prop K half-cent sales tax and Prop AA vehicle registration fee programs.
- Schedules project kick off meetings with project sponsor, reviews grant reporting, invoicing, attribution and other requirements; deliverables; and special conditions.
- Processes and performs initial review of sponsor reimbursement requests (invoices) and assigns invoices to Transportation Authority lead for project oversight.
- Reviews and approves project progress reports and sponsor invoices checking for compliance with grant terms and conditions; reviews and recommends approval of sponsor requests for amendments to grant agreements.
- Analyzes and updates agency policies, procedures, and templates related to grant administration and oversight, including but not limited to annual updates to the standard grant agreement template; identify administrative and programmatic changes; prepare, present and coordinate implementation of new policies, procedures and/or templates.
- Assists with coordination of project sponsor submittals for the Transportation Authority's annual report.
- Performs analyses to support grant program administration, agency capital budget preparation, and communications; works with agency staff to prepare, analyze, and distribute reports including spreadsheets, tables, charts, and other graphics as required.
- Assists with project set up in Microsoft Dynamics AX (financial system), the Portal (web-based grants administration database), and MyStreet SF (interactive map of projects funded by the Transportation Authority) and performs system maintenance and updates as required (e.g. at year-end, at time of project amendment or closeout).
- Works closely with staff from the Finance and Administration, Policy and Programming, and Capital Projects Divisions on invoice tracking, budget, and other financial support using Microsoft Dynamics AX and/or the Portal.



SUPERVISORY RESPONSIBILITIES:

May supervise 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: Graduate degree in a related field such as transportation planning, public administration, public finance, accounting, or economics from an accredited university; and one (1) year of related experience. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Knowledge of principles, practices and techniques of capital program management; principles and techniques of financial/fiscal analysis; principles and techniques of economic and policy analysis; statistical and computational analysis, principles, and methods; database management techniques; advanced proficiency with standard computer spreadsheet, word processing, presentation and internet software; and presentation software.

Skills and Abilities: Ability to develop and assist with implementation of an effective capital program monitoring plan to ensure compliance with grant requirements and to support transparency, accountability, and timely and cost effective project delivery; ability to collect, synthesize, analyze, and interpret a wide variety of information and data pertaining to transportation projects such as fund programming, expenditures rates, and project delivery progress; conduct complex analytical analyses utilizing various administrative and financial systems; summarize and present data and prepare clear and concise written reports and recommendations; work independently and efficiently to identify and solve problems, calculate statistics including mathematical averages and percentages; set up and maintain relational database files, perform queries, and retrieve data to prepare reports; adapt to changing technology; organize and prioritize work; coordinate a variety of projects simultaneously; 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: \$65,585 - \$90,506 Adopted December 14, 2018
Resolution 19-33**