



Memorandum

AGENDA ITEM 3

DATE: February 2, 2024
TO: Personnel Committee
FROM: Cynthia Fong - Deputy Director for Finance and Administration
SUBJECT: 02/06/24 Personnel Committee Meeting: Adopt Five New Job Classifications and a Revised Organization Chart

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Adopt Five New Job Classifications and a Revised Organization Chart.</p> <p>SUMMARY</p> <p>As we have been implementing the new organizational structure (adopted May 2023) over the past eight months and as natural turnover occurs at the agency, we have continued to pay close attention to workload management needs, striving to address them through a combination of proposed new positions and a revised organization chart. We recommend adding 5 new job classifications (Attachment 1) to help us provide succession pathways to attract and retain high quality staff and to establish job classifications that better align with near-term work program needs. We are not recommending changing the total agency size of 47 full-time staff positions as currently approved by the Board. We have also reviewed our current organizational structure and proposed 2024 work program needs and have concluded that an Assistant Deputy Director and Associate Engineer in the Capital Projects Division; a Management Analyst in the Finance & Administration Division; and a Communications Officer and Public Policy Manager in the Executive Division would better align with near-term work program needs if the positions were reclassified to a Highway Program Manager, Staff Accountant, Finance Manager, Communications Manager, and Senior Public Policy Manager, respectively. Attachment 2 shows the proposed changes to the organizational structure.</p>	<ul style="list-style-type: none"><input type="checkbox"/> Fund Allocation<input type="checkbox"/> Fund Programming<input type="checkbox"/> Policy/Legislation<input type="checkbox"/> Plan/Study<input type="checkbox"/> Capital Project Oversight/Delivery<input type="checkbox"/> Budget/Finance<input type="checkbox"/> Contract/Agreement<input checked="" type="checkbox"/> Other: New Job Classifications, Position Reclassifications and Organization Chart
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BACKGROUND

In December 2019 through Resolution 20-26, the Board approved one new job classification for a Rail Program Manager and increased the agency total to 47 full-time equivalent positions (FTEs). The Rail Program Manager position was in response to the Board's need for the agency to cultivate in-house rail expertise and perform additional oversight on regional rail development and delivery capacity.

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. That plan kept the agency at 47 FTEs and the level of positions generally more senior, reflecting the needs of our work program.

The agency has five core functions:

- Local Transportation Sales Tax Administrator (Prop B in 1989, superseded by Prop K in 2003, in turn superseded by Prop L in 2022)
- Congestion Management Agency (CMA) (1990)
- Transportation Fund for Clean Air Administrator (1992)
- Prop AA Vehicle Registration Fee Administrator (2010)
- Treasure Island Mobility Management Agency (TIMMA) (2014)

We have filled 40 of the 47 FTE and have the following positions vacant: Assistant Deputy Director for Capital Projects, TIMMA Program Manager, TIMMA Systems Manager, Associate Engineer, two Transportation Planners, and a Senior Modeler.

DISCUSSION

Proposed New Job Classifications. We are seeking adoption of five proposed new job classifications or position descriptions: Highway Program Manager; Finance Manager; Senior Public Policy Manager; Principal Transportation Planner, Government Affairs; and Senior Transportation Planner, Government Affairs. Our intent is to provide succession pathways and flexibility for staff to progress within the agency and to establish job classifications that better align with near-term work program needs.

The Highway Program Manager would be a parallel position to the Rail Program Manager Position adopted in 2019 to assist with a suite of highway and street capital projects that we are leading on Yerba Buena Island (YBI) on behalf of the Treasure



Island Development Authority (TIDA), other projects we are leading (I-280 ramps at Ocean and Geneva), and oversight and support of streets projects we fund and/or help oversee in our role as Congestion Management Agency. The Finance Manager position would provide additional succession pathways in the Finance & Administration Division, while the additional Staff Accountant would provide staff resources to assist with increased volume and complexity of accounting and grant support needed for the aforementioned suite of YBI capital projects. The Senior Public Policy Manager position would provide additional succession pathways in the Executive Division. Lastly, the Senior Transportation Planner, Government Affairs; and Principal Planner, Government Affairs positions would better reflect the actual duties of the Planners shifted from the Policy & Programming Division to the Executive Division back in May 2023. The new position descriptions are included in Attachment 1.

If the proposed five new positions descriptions are approved, we will have a total of 54 job classifications, some of which are inactive but retained for future flexibility.

Proposed Revised Organization Chart. Our proposed 2024 agency workplan requires a reorganization of staff resources for work we are undertaking on behalf of TIDA including the 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. We have already obtained federal, state, regional, and local funding for the current phases of the YBI projects and the Board has programmed Prop L matching funds for future phases of the I-280 projects, helping to position these projects to be competitive for discretionary funding.

Based on these considerations, along with creating growth pathways to attract and retain high quality staff to progress within the agency, we have concluded that the positions, Assistant Deputy Director and Associate Engineer in the Capital Projects Division (both vacant), a Management Analyst in the Finance & Administration Division, and a Communications Officer and Public Policy Manager in the Executive Division, would better align with work program needs if the positions were reclassified to a Highway Program Manager in the Capital Projects Division, a Staff Accountant and a Finance Manager in the Finance & Administration Division, and a Communications Manager and Senior Public Policy Manager in the Executive Division, respectively.



Attachment 2 shows the proposed changes to the organizational structure with the positions proposed to be reclassified called out. The changes, if approved, would retain the current number of full-time equivalent positions (47).

FINANCIAL IMPACT

The Associate Engineer's salary, which is more than the Staff Accountant's salary by \$53,805, plus delays in hiring and recent departures of staff offset the other four proposed reclassifications if all proposed positions were immediately advertised and filled in Fiscal Year 23/24. The reclassification of all five positions is estimated to net increase personnel costs up to a maximum \$67,700 in subsequent fiscal years. These positions would be funded by a combination of current and future regional, state, and federal grants, and Prop L operating and appropriations.

CAC POSITION

The CAC does not consider personnel items.

SUPPLEMENTAL MATERIALS

- Attachment 1- New Job Classifications (5)
- Attachment 2 -Proposed Changes to Organizational Structure



**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
Exempt

Exemption Status: Full-Time,

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 xxx
Resolution xx-xx**



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 xxx
Resolution xx-xx**



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 xxx
Resolution xx-xx**



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.

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**Annual Compensation Range: \$117,333 - \$161,920.....Adopted xxx
Resolution xx-xx**



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.

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**Annual Compensation Range: \$101,174 - \$139,618.....Adopted xxx
Resolution xx-xx**

Proposed Agency Structure 47 STAFF POSITIONS



San Francisco
County Transportation
Authority

Revised February 1, 2024

