



**CITY OF TURLOCK**  
invites applications for the position of:  
**Transit Analyst**

An Equal Opportunity Employer

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**SALARY**

Monthly  
\$6,328.00 - \$7,692.00

**OPENING DATE:** 10/01/21

**CLOSING DATE:** Continuous

**POSITION**  
**INFORMATION:**

The City of Turlock, Development Services Department, Transit Division is accepting applications for the position of Transit Analyst.

Under general direction, the incumbent performs a variety of administrative and analytical duties in support of the City's transit system; administers transit-related contracts; develops grant applications and manages reporting; supports compliance with state and federal regulations; provides project management support for transit-related capital improvement and operational projects; coordinates transportation planning efforts with local and regional transportation stakeholders; provides staff assistance to the Transit Manager; and performs related work as required.

This position is assigned to the Turlock City Employees' Association (TCEA) for labor relation purposes and is subject to overtime assignments.

**ESSENTIAL**  
**FUNCTIONS:**

**Duties may include, but are not limited to the following:**

- Oversees a variety of transit-related contracts; reviews and monitors contractor performance through reviews of reports, surveys, meetings, and in-person assessments; monitors performance against key performance indicators and reports findings.
- Conducts in-person evaluations of transit system performance for quality assurance and contractor accountability purposes.
- Prepares and administers a variety of transit-related programs and grants; coordinates with outside agencies; monitors grant milestones and provides analysis and reporting necessary to meet grant requirements; ensures proper and timely posting of expenditures.
- Conducts research and analysis related to transit operations and makes recommendations to improve the efficiency or effectiveness of the transit system (transit planning), to include recommendations for changes to fixed routes, service spans, schedules, fare structures, vehicles and support equipment, policies, and other related elements; coordinates with regional transportation partners on proposed changes to improve regional connectivity and continuity.
- Conducts research and analysis on transit-related issues of significance and summarizes findings and recommendations for further consideration.
- Manages outreach, promotion, and marketing efforts for the transit system, with support from the adopted Short-Range Transit Plan (SRTP); coordinates with outside firms, as needed, for design and/or production services; coordinates with the operations contractor for the

posting of materials on buses, in bus shelters, and at the Transit Center, as applicable.

- Assists in budget preparation and administration; prepares budget transfer requests; monitors and controls expenditures for assigned areas.
- Answers questions and provides customer service to members of the public, both verbally and in writing; investigates complaints and recommends corrective actions to resolve said complaints; documents customer service activities for filing and future follow-up, if needed.
- Purchases goods and services in accordance with applicable rules and regulations, to include consideration of specific grant requirements when using grant funds.
- Develops reports and provides presentations on transit-related programs and activities to the City Council, Planning Commission, City committee or working group, or other designated groups; prepares and presents information at public hearings for transit-related topics.
- Represents the Transit Division on transit-related issues at meetings of the Planning Commission, City Council, Stanislaus Council of Governments (StanCOG), or other designated committee, commission, outside agency or group; represents the Transit Division at designated festivals, fairs, or other special events.
- Monitors and reports on the condition of transit assets, to include revenue and non-revenue vehicles, facilities, bus stop amenities, and assists in periodic updates to the City's Transit Asset Management (TAM) Plan.
- Serves as the Chief Safety Officer (CSO), in accordance with federal Public Transportation Agency Safety Plan (PTASP) requirements, with safety-related roles and responsibilities as outlined in the City's adopted Agency Safety Plan. The CSO shall report directly to the Accountable Executive (Transit Manager).
- Assists in the development, scheduling, and posting of content on social media platforms; ensures digital interactions with members of the public are in accordance with the applicable social media policies.
- Ensures transit system compliance with all applicable rules and regulations and assists with internal or external compliance audits, reviews, and evaluations.
- Performs related duties as required.

**KNOWLEDGE,  
SKILLS, AND  
ABILITIES:**

**Knowledge of:**

- Principles and practices of public transportation and public transit.
- Principles and practices of governmental budget development and monitoring.
- Principles and practices of grant preparation and administration.
- Principles and practices of governmental procurement, including purchases using State Local Transportation Funds (LTF) or Federal Transit Administration (FTA) Section 5307/5339 funding.
- Federal, State, and local laws and regulations governing public transit system operations and transportation grant funding, including, but not limited to:
  - Americans with Disabilities Act (ADA);
  - Title VI of the Civil Rights Act of 1964 (FTA Circular 4702.1B);
  - Disadvantaged Business Enterprise (DBE) (49 CFR Part 26);
  - Transit Asset Management (TAM) (49 CFR Part 265);
  - Public Transportation Agency Safety Plan (49 CFR Part 673);
  - California's Transportation Development Act (TDA), the Unmet Transit Needs (UTN) process, and financial performance requirements of the TDA.

- Office procedures, methods, and computer equipment, including Microsoft Office software products (Word, Excel, PowerPoint, and Outlook).
- Transit Award Management System (TrAMS).

**Ability to:**

- Analyze highly technical problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and explain pertinent local policies and procedures.
- Keep current with modern transit trends.
- Research and analyze program administration problems; make sound policy and procedural recommendations.
- Prepare and administer grants.
- Coordinate, lead, and present at public meetings involving individuals from various sociological, economic, and educational backgrounds.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with co-workers and peers.
- Exercise sound judgment throughout the course of performing work duties, especially when handling sensitive information or interacting with difficult individuals.
- Prepare reports and compile statistical data.
- Operate standard office equipment including computers, copiers, and printers.

**EXPERIENCE  
AND  
EDUCATION:**

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

**Education:**

Possession of a Bachelor's degree with major coursework in public administration, business administration, transportation planning, or a related field.

**Experience:**

Two years of increasingly responsible administrative and analytical experience related to transit programs. Experience with a transit agency in the State of California is preferred.

**LICENSE AND/OR CERTIFICATES**

Possession of a valid, appropriate California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

**DESIRABLE QUALIFICATIONS**

Possession of a Transit and Paratransit Management Program Certificate from the University of the Pacific.

**PHYSICAL REQUIREMENTS**

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hand and fingers adequate for operating vehicles, writing, typing, computer, copier,

and fax machines and related functions; ability to lift office files, binders, and small office equipment as needed.

### **SELECTION PROCESS:**

1. All applicants must complete a standard City of Turlock application for employment form and submit the following documentation:
  - Verification of educational requirements (submit a copy of transcripts or copy of degree)
2. You may submit your required certifications using the following options:
  - Attach a scanned copy in the "Add Attachment" option (of the NeoGov online application) or
  - Fax a copy to (209) 668-5529 or
  - Email a copy to [tdhanota@turlock.ca.us](mailto:tdhanota@turlock.ca.us) or
  - Hand deliver copies of your attachments to 156 S. Broadway, Suite 235, Turlock, CA on or before the final filing date.
  - Drop off at the drop box located on A Street

**If you are applying on line and attaching documentation to your application, contact Human Resources to assure all of your documentation was received.**

3. Applications will be reviewed for possession of the minimum qualifications. In the event that a large number of applicants possess the minimum qualifications, applicants who appear to be the most qualified based on their breadth and recency of experience will be invited to compete in the testing process.

4. Candidates invited to compete in the testing process may be required to take a written examination, which will be based on a pass/fail basis. If a written examination is conducted and a large number of candidates receive a passing score, the City reserves the right to invite a percentage of the top scoring candidates to compete in the next phase of the testing process, the oral examination.

5. Candidates who are invited to participate in the oral examination and receive a score of 70% or more will be placed on an eligibility list. Ranking on the eligibility list will be based solely on the results from the oral exam.

6. Completion of a practical exercise may be conducted in order to further evaluate skills relating to essential job functions.

7. Top candidates on the eligibility list will be referred to the Development Services Director for final appointment consideration.

8. Final appointment will be contingent upon passing the following: reference review, medical examination which includes a drug screening, hearing exam and vision exam.

### **VETERAN'S PREFERENCE SYSTEM**

The City of Turlock has adopted a veteran's preference system (effective January 1, 2002). The percentage score achieved through an entrance (non-promotional) examination which ranks applicants on an eligibility list shall be adjusted to provide: (a) one (1) percentage point added to the final test score for each six (6) months of active service during a time of armed conflict, up to a maximum of five (5) points, and (b) five (5) percentage points added to the final test score for veterans who are disabled as a result of active military service during a time of armed conflict, regardless of length of service. To

receive preference points, applicants must provide supporting documentation and proof of honorable discharge. In no event shall an applicant receive more than a five (5) point adjustment. This request should be made in section #12 of the employment application form. *A copy of your DD214 must be attached for this request to be considered.*

### **AN EQUAL OPPORTUNITY EMPLOYER**

The City of Turlock is an Equal Opportunity Employer. We are sincerely interested in receiving applications from qualified minorities, women and the disabled.

Qualified applicants receive equal consideration without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, medical condition, political affiliation or belief except where indicated by requirements of the job.

The City of Turlock will make every effort to accommodate applicants that have disabilities that would not allow them to compete in the announced process. Applicants are asked to indicate their request for accommodation in the application form.

### **MEDICAL EXAMINATION AND DRUG SCREENING**

The incumbent will be required to take a medical examination including a drug screening and be fingerprinted.

### **BENEFITS**

**Holidays:** Ten (10) paid holidays and three (3) floating holidays.

**Vacation:** Paid vacation that increases with years of service.

**Sick Leave:** Accrual of one day (eight (8) hours) for each month worked.

**Retirement:** Qualified candidates who are currently a CalPERS member or have been a CalPERS member within the last six (6) months or are subject to reciprocity with another eligible retirement plan, may be a **"classic member" and may be enrolled in the City's 2.7% @ 55 plan**. Employee pays employee contribution rate of 9% on a pre-tax basis. **CalPERS "final compensation" may be based on the highest twelve (12) continuous months of qualifying employment.**

Non-classic or "new members" will be enrolled in the 2% @ 62 plan and **CalPERS "final compensation" will be based on the highest thirty-six (36) continuous months of qualifying employment.**

**Deferred Compensation:** The City will match employee's contribution up to one half of one percent (0.5%) of the employee's base salary for each pay period in which employee contributes to the program.

**Retiree Health Savings (RHS) Vantage Care:** Two (2) percent of the employee's base payroll will be deposited in each individual's RHS Vantage Care account.

**Health:** The City offers health, prescription, vision, and dental insurance plans for employees and dependents, currently at no cost.

**Continuous Service Pay:**

Beginning with the tenth (10th) year and every year thereafter, 1.5% of base salary.

Beginning with the fifteenth (15th) year and every year thereafter, 1.5% of base salary.

Beginning with the twentieth (20th) year and every year thereafter, 1.5% of base salary.

**Additional Benefits:**

- **Associate/Bachelor/Master's Degree Incentive Pay (If not listed as a minimum qualification)\***
- **Educational Reimbursement Program\***
- **Computer Loan Program\***

\* Upon completion of probation.

The City of Turlock does not participate in Social Security, although employees hired after April 1, 1986 participate in Medicare.

**NOTES:**

Information contained herein does not constitute an expressed or implied contract as it is subject to change.

**WHERE TO APPLY**

**City of Turlock  
Human Resources Division  
156 S. Broadway, Suite 235  
Turlock, CA 95380-5454  
(209) 668-5540**

or

**Visit our website at**

**[www.cityofturlock.org](http://www.cityofturlock.org) to apply.**

**ALL APPLICATIONS MUST BE RETURNED TO THE HUMAN  
RESOURCES DIVISION. APPLICATIONS WILL BE ACCEPTED UNTIL  
THE POSITION IS FILLED.**

Cell phones are typically incompatible with online application format or browsers. we recommend using a desktop or laptop Computer. If your are still having technical difficulties, please call NEOGOV at 1-855-524-5627.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityofturlock.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

156 S. Broadway, Ste. 235

Turlock, CA 95380

(209) 668-5540

(209) 668-5542 ex. 1109

FAX Number: (209) 668-5529

Job #2021-TA-043-2

TRANSIT ANALYST

TD

## Transit Analyst Supplemental Questionnaire

- \* 1. Do you possess a Transit and Paratransit Management Program Certificate?  
 Yes    No
  
- \* 2. Describe your experience in planning and/or implementing changes to transit routes, schedules, and services.
  
- \* 3. Describe your experience purchasing equipment, facilities, or services using federal funds.
  
- \* 4. Describe your experience applying for, managing, and/or reporting on transit grants provided by the State of California.
  
- \* 5. Describe your experience applying for, managing, and/or reporting on Section 5307/5339 transit grant funding provided by the Federal Transit Administration (FTA).
  
- \* 6. Describe your experience in public engagement and outreach regarding changes to public services.
  
  
- \* Required Question