



CITY OF PICO RIVERA
invites applications for the position of:
Transit Analyst

An Equal Opportunity Employer

SALARY

Monthly
\$4,733.00 - \$7,912.00

OPENING DATE: 10/05/17

CLOSING DATE: 10/26/17 11:59 PM

DESCRIPTION:

The Senior Center

The Pico Rivera Senior Center maintains an ongoing program of classes, social services, and special events for persons 50 years of age and older. Regular programs include health screenings, dances, and a variety of exercise/leisure classes. The Center also operates a fitness center with state-of-the-art exercise equipment.

The Position

The Transit Analyst will oversee a variety of transit related programs, such as recreation transportation, Dial-A-Cab, and Dial-A-Van. They will be responsible for monitoring a variety of transit related contracts; and to provide staff assistance to the Senior Center Supervisor. This position reports to the Director of Parks and Recreation.

This position will be required to work non-traditional hours including nights, early mornings, weekends, and holidays based on special events and community meetings.

This recruitment will be utilized to establish an eligibility list that may be used to fill other current or future vacancies in this classification.

ESSENTIAL DUTIES

The ideal candidate will have the ability to perform the following essential functions:

- Oversee the transportation budget preparation and monitor transit related accounts.
- Oversee recreation transportation, Dial-A-Cab, Dial-A-Van, NTD reporting, TAP reimbursement, and transit subsidy (voucher) monitoring.
- Process and submit required MTA forms and data for compliance, including reviewing and auditing the TAP program.
- Ensure that the City's transit providers are in compliance with Title IV, ADA requirements, and other FTA rules that govern the use of Federal and State transportation funding, in addition to local funding through Prop. A.
- Act as a liaison with the Montebello Bus Line and Metropolitan Transportation Authority for fixed routes service and ACCESS for paratransit services.
- Work with minimal supervision and direction. Has the ability to manage multiple time sensitive projects independently and possesses initiative, decision making skills and problem-solving abilities.
- Can communicate complex technical information in a clear and concise manner to technical and non-technical audiences.

- Customer service experience in dealing with the public and/or high profile business clients.

QUALIFICATIONS **Knowledge of:***Zone A and B*

Customer service techniques; safety procedures and practices; pertinent laws and regulations; time management methods; conflict resolution methods; work organization planning methods; budget preparation methods; management theories.

Depending upon position assignment, may require field construction and maintenance practices; communication and public relations practices; statutory reporting requirements; professional standards.

Skills:*Zone A and B*

- Use of a personal computer/laptop; perform mathematical computations.
- Depending upon position assignment, may require proficiency in specialized software programs.
- Bilingual in Spanish is desired.

Ability to:*Zone A and B*

Organize and prioritize multiple tasks; analyze and solve problems; research and interpret data; interpret laws and regulations; interpret standards and practices; demonstrate effective interpersonal skills; use conflict resolution techniques; tracking and writing techniques; give effective oral and public presentations; follow oral and written instructions; work with minimal supervision; project, records and time management; write reports; comply with required regulations; delegate tasks and manage projects; maintain confidentiality of non-public records; demonstrate effective leadership skills.

Education:

- Bachelor's Degree in public administration or a related field; college coursework/extension classes.

Experience:*Zone A*

- One year of related analytical experience to duties.
- Public contact; budget/policy experience are desired.

Zone B

- Three years of related analytical and administrative experience to duties. Four years of full-time experience transportation administration, involving public contact and increasingly difficult administrative duties and lead supervisory duties highly preferred.
- Knowledge of MTA and FTA rules and regulations, TAP and ACCESS programs, Title IV, ADA requirements, Prop A guidelines, and transit system operations, including fixed route and demand response.
- Knowledge of preparation and solicitation of vendors/contractors for the development of transit plan needs assessment and familiarity

- with and ability to procure and oversee contracted services and associated transit agreements.
- Public contact; budget/policy are desired.

LICENSES AND CERTIFICATIONS

- Valid California Class C driver's license
- Valid California Class B driver's license
- Valid GPPV certificate
- CPR First Aid Certificate

TESTING: Oral Interview: 100%

FINAL FILING DATE: This recruitment will close on October 26, 2017. A fully completed City application and supplemental questionnaire will be rated for those qualifications most needed to perform the duties of the job. The more qualified candidates will be referred to the next step. This is a competitive process; therefore, be thorough in your responses.

Upon conditional offer the selected candidate will be subject to background and reference checks and will be required to satisfactorily complete a post offer physical examination including a drug screen at the City's expense.

For more information regarding this recruitment, please email Shelley Glasman, Human Resources , at sglasman@pico-rivera.org.

The City of Pico Rivera is an Equal Employment Opportunity Employer encourages applicants from diverse backgrounds to apply.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.pico-rivera.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

6615 Parsons Blvd
 Pico Rivera, CA 90660
 (562) 801-4398
 (562) 801-4949
sglasman@pico-rivera.org

Job #Transit Analyst P&R 8.2017
 TRANSIT ANALYST
 SG

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Transit Analyst Supplemental Questionnaire

- * 1. Do you have a valid California Class "C" Driver's License?
 Yes No

- * 2. Do you have a valid California Class "B" Driver's License?
 Yes No

- * 3. Please select the option that describes your level of education?
 No Degree
 Bachelor's Degree
 Master's Degree

- * 4. Do you have four years of full-time experience in transportation administration?
 Yes No

- * 5. Please describe your work experience as it relates to the position.

- * 6. Disclosure Authorization and Release I hereby authorize any former employer, its employees and representatives, or any person listed as a reference, to provide any and all information they deem appropriate regarding my employment and job performance to the City of Pico Rivera, its employees, representatives, and/or agents. This information may be provided either verbally or in writing. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against any former employer, its employees and representatives, educational institutions, or any person listed as a reference from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me. I certify that all statements made in this application are true and complete and I authorize investigation of all matters herein contained. I agree and understand that any misrepresentation or omission of a material fact may be justification for rejection of my application, refusal of employment, removal of my name from the eligibility list, and/or dismissal from employment with the City of Pico Rivera. I agree to undergo a physical examination and drug screen by a City-appointed physician and fully understand that employment is contingent upon meeting the City's physical requirements. (Print your name and date)

* Required Question