



**STANISLAUS COUNTY**  
invites applications for the position of:  
**Associate Planner (Transit  
Planner)**

An Equal Opportunity Employer

**SALARY:**

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$28.86 - \$35.08	\$2,308.80 - \$2,806.40	\$5,002.40 - \$6,080.53	\$60,028.80 - \$72,966.40

**OPENING DATE:** 08/19/16

**CLOSING DATE:** 09/16/16 12:00 AM

**ABOUT THE DEPARTMENT  
AND THE POSITION:****GENERAL INFORMATION**

This recruitment is being conducted to fill a vacancy for the Public Works Transit Division and establish an eligible list that may be used to fill future full-time, part-time and extra-help vacancies throughout Stanislaus County.

Oral examinations are tentatively scheduled for the week of September 26, 2016.

Cell phones are not typically compatible with the online application format or browser, you should use your laptop or home computer. If you are still having technical difficulties please call Neogov @ 1-855-524-5627.

**ABOUT THE DEPARTMENT AND THE POSITION**

The Public Works Department supports the Board of Supervisors' goals and priorities of a well-planned infrastructure system and efficient delivery of public services through its five major operating divisions. The department strives to be the leading Public Works Department through innovative stewardship of infrastructure and environment. The Administration Division is responsible for coordinating the work in all other divisions. The Engineering Division designs, surveys and inspects roads and bridges while the Road and Bridge Operations Division maintains them. The Transit Division operates the StaRT bus system and the Morgan Road Shop is responsible for repairing and servicing Public Works vehicles.

The Associate Planner gathers, analyzes, reports, and utilizes planning data in connection with research for the development of the Transit program of the County. The Associate Planner performs with more independence of action within established guidelines. This position is subject to overtime, standby, and callback assignments. Performs related duties as assigned.

Under direction, the incumbent will perform responsible research, design, and related work in the development and operation of the overall planning program of the County, and to perform related duties as required.

## **CONVICTION/CRIMINAL HISTORY INFORMATION QUESTIONNAIRE**

Once it is determined that you meet the minimum qualifications for this position, you will receive an email informing you to complete a conviction questionnaire (You may be asked to complete this process for each application submitted). You will have five (5) working days from the date on the email to follow the detailed instructions and complete the questionnaire. The deadline will also be in the email. A completed conviction questionnaire is required in order to continue in the recruitment process.

### **TYPICAL TASKS:**

- Conducts research and analysis on a variety of transit related issues and topics, documents findings and justify recommendations;
- Manages transit projects, including overseeing vendor contracts;
- Prepares and administers a variety of transit related grants, coordinates with funding agencies, monitors and documents grant milestones, works with the Staff Services Coordinator to ensure proper postings of expenditures, and submits required reports and documents;
- Participates in Public Hearings and public meetings relative to planning applications and studies;
- Manages Public Hearings for transit grants, develops and prepares the annual Program of Projects [POP] in consultation with Stanislaus Council of Governments [StanCOG] and Caltrans for approval;
- Ensures system compliance with local, state, and federal rules, regulations and laws, and coordinates with federal and state agencies conducting system audits;
- Provides information to the public via telephone, front counter service, and/or the Internet;
- Responsible for bus stop planning activities throughout StaRT's service area and manages bus stop database;
- Works with funding agencies and with StanCOG to determine options to program or reprogram transit operating and capital funds in the Federal Transportation Improvement Program;
- Collaborates with the Transit Manager and the Staff Services Coordinator to develop capital improvement budget for transit projects as part of the Public Works – Transit Division annual budget preparation;
- Reviews and updates transit capital projects for inclusion in the County's Capital Improvement Program, including buses of various sizes; and
- Monitors, tracks and submits required grant reports to funding agencies; coordinate with funding agencies; and document grant milestones.

### **MINIMUM QUALIFICATIONS (SKILLS, ABILITY, KNOWLEDGE, EDUCATION/EXPERIENCE):**

#### **ABILITY**

- Review, collect, analyze, and interpret census and demographic data pertaining to transit planning;
- Prepare clear, concise, and comprehensive written and oral planning reports;
- Work on several complex transit planning projects simultaneously and coordinate those projects;

- Understand governmental structure and current policy issues in Stanislaus County;
- Complete work assignments in a timely and accurate manner;
- Maintain effective working relationships with fellow employees and the public; and
- Use PC's, including word processing, spreadsheet, and GIS applications software.

### **KNOWLEDGE**

- Principles and practices applying to regional transit/transportation funding programming;
- Current trends in local, state, and federal laws and regulations relating to transit/transportation planning and procedures;
- Federal and state transit grant and funding programs and programming; and
- Project management, research, procedures, and analytical techniques.

### **EDUCATION/EXPERIENCE**

- Graduation from an accredited four (4) year college or university with degree in Urban, Regional, or Transportation Planning, Public Administration, Geography, Economics, or related field **OR** a combination of (4) four years of related education and planning experience. (A bachelor's degree in an unrelated field may be substituted for one (1) year experience within the above pattern); **AND**
- Two (2) years of progressively responsible professional experience in a related field. (A Master's Degree in Urban, Transportation or Regional Planning may be substituted for six (6) months of the required experience.)

In addition to the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any of these qualifications you may have within the "duties" section of the online application.

### **DESIRABLE QUALIFICATIONS**

- Minimum of two (2) years of experience managing and administering federal and state transit grant funding programs, e.g., the Transportation Development Act, Section 5307 and 5311 funding programs; **OR**
- Minimum of two (2) years of experience managing consultant work, including contract preparation and schedule monitoring; **OR**
- Certification in the Transit Paratransit Management Certificate Program.

### **LICENSE**

- Applicants must possess (or be able to obtain, if currently residing out of state) and maintain a valid California Driver's License.

### **APPLICATION AND SELECTION PROCEDURES:**

### **CLASSIFICATION INFORMATION**

Unless otherwise provided, this position is part of the Classified Service of the County and is assigned to the Mid-Management/Supervisory Services bargaining unit for labor relations purposes.

Individuals who are in a full-time classified position are required to serve a twelve-month probationary period, which may be extended an additional six months for a total of eighteen months. The probationary period does not apply to unclassified positions.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to submit online application(s) for open position(s).

- Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.

### **APPLICATION PROCEDURES/FINAL FILING DATE**

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

### **Resumes will not be accepted in lieu of a completed application form.**

"Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application form. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications."

### **TESTING ACCOMMODATIONS**

Arrangements may be made to accommodate disabilities or religious convictions. Describe the special test arrangements you require in the "Additional Information" section of the application form.

### **GENERAL QUALIFICATIONS**

- Pass County-paid pre-employment drug screening and job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

**APPLICATION AND/OR EXAMINATION APPEAL RIGHTS**

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

**DISCLAIMER**

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understandings, and such information prevails over information contained in this flyer. Questions regarding this announcement may be directed to the Stanislaus County Chief Executive Office/Personnel.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at [www.stancounty.com/riskmgmt](http://www.stancounty.com/riskmgmt) under "Disability Management".

---

APPLICANTS MAY APPLY ONLINE AT:  
<http://www.stancounty.com>  
Stanislaus County/Human Resources  
1010 10th Street, Ste 6800  
Modesto, CA 95354  
209-525-6333  
[jobhelp@stancounty.com](mailto:jobhelp@stancounty.com)

Job #1869-16  
ASSOCIATE PLANNER (TRANSIT PLANNER)  
HA

An Equal Opportunity Employer

---