



DATE: JUNE 2023
FLSA: I – Non-Exempt
II – Exempt

Management Analyst I/II – Transportation

POSITION OVERVIEW

Under general supervision or direction, manages federal, state, and local funds related to transportation programs, projects, and studies and ensures that funding requirements are properly executed to meet funding requirements; oversees and coordinates CVAG managed projects, studies, programs with other CVAG staff and staff from local governments and regional transit agencies; researches, identifies, and applies for grants and manages post award funding; may serve as a project manager including managing professional service consultants conducting planning and design of transportation or transportation-related projects; programming of funds; project delivery; and reporting; and performs related duties as assigned.

JOB DUTIES

*In addition to the job duties outlined in the **Management Analyst** classification specification, the following are typical duties performed within this assignment. The duties specified below are representative of the nature and level of duties of this assignment and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar and related to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.*

- Manages the bid process and contracts for architectural, engineering, planning, environmental, and other consultant services, including preparing estimates, bids, specifications, and requests for qualifications/proposals, evaluating proposals and bid packages, conducting interviews, reviewing invoices and progress reports, processing invoices for payment, coordinating contract changes of scope, negotiating change orders, and monitoring and evaluating consultant performance.
- Monitors project schedules of consultants through close out of projects; prepares and monitors project budgets and expenditures; complies with state and federal billing and reporting procedures.
- Monitors and ensures contract compliance with all quality assurance policies and procedures as well as internal policies and procedures regarding contract management.
- Negotiates, coordinates, prepares, and manages project funding agreements and amendments with other agencies.
- Manages the vendor contract for regional street sweeping.
- Conducts technical studies and prepares reports related to traffic monitoring and management, collisions, and automobile, pedestrian, bicycle, public transit, and other low emissions forms of transportation or other specialized topics as assigned.
- Gathers technical data for a variety of transportation/engineering planning projects; provides technical expertise to CVAG's member agencies and the public.
- Conducts meetings to monitor transportation projects and gather input from CVAG committees and member agencies; assists in answering questions and providing information relating to CVAG's programs, projects, and policies.
- Ensures compliance with California Department of Transportation (Caltrans) and other state programs, policies, and procedures.

- Researches, applies for, and administers grants post-award; prepares and submits reimbursement and/or progress reports to grantor agencies in compliance with funding requirements.
- Assists with policy development and implementation of strategies.
- Prepares and presents reports related to the administration of CVAG programs and policies.

QUALIFICATIONS

Knowledge of:

- Principles and practices of engineering as applied to the design, cost estimating, construction, installation, and inspection of a wide variety of traffic and transportation systems.
- Principles, practices, and funding sources for transportation planning programs, studies, and projects.
- Geographic, socio-economic, transportation, political, and other elements related to transportation planning.
- Caltrans programs, policies, and procedures.

Ability to:

- Manage federal, state, and local funds related to transportation programs, projects, and studies.
- Prepare, negotiate, and manage funding agreements and amendments for projects with other agencies.
- Conduct professional presentations in various settings, including public meetings of CVAG, member agencies, and other public agencies.
- Organize, conduct, and present research and analysis of various forms of information in support of CVAG projects, programs, and policies.
- Prepare professional reports, memoranda, and other written documents.
- Effectively use Microsoft Office applications, including Word, Excel, and PowerPoint.

Minimum Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Management Analyst I/II: Equivalent to a bachelor's degree from an accredited college or university with major coursework in transportation, urban, or regional planning, engineering, public or business administration, or a related field.

Management Analyst I: One (1) year of experience in transportation planning and/or transportation engineering.

Management Analyst II: Three (3) years of increasingly responsible experience in transportation planning and/or transportation engineering.

Licenses and Certifications:

- Possession of an appropriate valid driver's license to be maintained throughout employment.