



CITY OF OAKLAND
invites applications for the position of:
**Program Analyst I (Select Cert - Parking &
Mobility Management) (Grant Funded Ltd
Duration)**

SALARY: \$4,960.72 - \$6,090.73 Monthly
\$59,528.64 - \$73,088.76 Annually

OPENING DATE: 09/18/17

CLOSING DATE: 10/06/17 11:59 PM

THE POSITION:

The City of Oakland currently has an opening for a creative thinker with exceptional analytical skills that is comfortable working with complex spreadsheets in a data-driven environment. If this sounds like you, this is a great opportunity to be part of a dynamic team supporting the Department of Transportation for the City!

The City of Oakland Department of Transportation seeks to fill one Program Analyst I position in the Parking & Mobility team to work on demand responsive parking management, transportation demand management (TDM), curb management, and other shared mobility initiatives. Within this work program, there is ample opportunity for a creative, data-friendly analyst/planner to make a difference on the next generation of mobility management practices in Oakland. Competitive candidates will be comfortable working with complex datasets, conducting strategic community outreach, and taking initiative to implement sustainable transportation programs.

Under direct supervision, the Program Analyst I assists in program planning, research, analysis and development; drafts grant proposals and reports; assists in the implementation of programs; provides assistance to community organizations, district boards and citizen advisory bodies; and performs related duties as assigned.

Grant Funded Limited Duration: The current vacant position is grant funded for a limited duration and shall not exceed three (3) years or when funds are exhausted, whichever comes first.

This is a public contact position. Although no current vacancies require a specific language, the eligible list may be used to fill future vacancies that may require bilingual skills.

Selective Certification (Parking & Mobility Management)

This recruitment is being announced in accordance with Section 5.03 of the Civil Service Rules. The eligible list generated from this announcement will only be used to fill specialized Program Analyst I positions (Parking & Mobility Management), within the Department of Transportation, including full-time and permanent part-time positions, if applicable.

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EXAMPLES OF DUTIES:

For General Program Analyst I Positions:

- Assists in the translation of ideas and concepts into fundable programs or projects; assists in the development of strategies to locate funds for programs; assists in contract implementation with public service agencies; arranges supplemental funds and program revisions when needed.
- Drafts grant proposals and applications; reviews grant documents to ensure compliance with grantor and City standards; assists in the administration of grant programs; monitors required grant procedures.
- Assists in the planning and implementation of programs, preparing budgets, identifying sources of funds, developing and negotiating contracts, resolving problems and communicating with participants.
- Monitors contract with service providers; conducts site visits; reviews invoices from contractors and consultants for accuracy and completeness.
- Provides staff assistance to citizen advisory bodies, committees and commissions; facilitates meetings of community organizations, district boards, and neighborhood groups relating to the development and implementation of programs.
- Writes reports, letters, agendas, and minutes; researches, prepares, and analyzes reports.
- Assists in making public presentations relating to assigned programs; prepares written material for public distribution.

For Selectively Certified Positions in Specialty Area: Parking and Mobility Management

- Supports the implementation of parking pricing in Downtown Oakland and efforts to extend parking and transportation demand management strategies city-wide.
- Helps draft legislation and other necessary documents to change parking regulations.
- Assists with strategic community engagement efforts.
- Responds to Constituent inquiries regarding parking policies and regulations.
- Works in the field autonomously, completing tasks and projects in a self-directed manner.
- Provides support and assistance to other teams, divisions, and agencies, including Maintenance, Enforcement, and Revenue/Permits.

MINIMUM REQUIREMENTS FOR APPLICATION:

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education:

Bachelor's degree in business or public administration, social work, behavioral sciences or a related field from an accredited college or university.

Experience:

One year of experience in a relevant area of program administration.

Additional special qualifications & experience required for Selective Certification - Parking and Mobility Management

Related experience would include:

One year of relevant experience working with parking and shared mobility programs, such as car and bike sharing applications, preferred. Additional experience in transportation planning, policy, and/or engineering with a focus on program management for Parking and Mobility applications or a closely related field is highly desirable.

GENERAL KNOWLEDGE & ABILITIES

Working knowledge of:

- Principles and practices of program management.
- Research and analysis techniques.

- Computer applications, including word processing, spreadsheets, databases, and project management.

Some Knowledge of:

- Community resources and organizations.
- Grants writing and reporting procedures.
- Public contact and community relations techniques.

Ability to:

- Assist in planning, organizing, directing and evaluating programs.
- Analyze professional reports and implement individualized education plans.
- Communicate effectively in writing and orally with the public, including City departments and State agencies.
- Interpret federal and state regulations pertaining to block grants.
- Maintain accurate records; prepare clear concise reports.
- Assist in the preparation and administration of grants.
- Conceptualize programs in response to constituent needs and request for proposal requirements; develop organizational and staffing structures.
- Prepare, analyze and interpret reports of a general or technical nature.
- Establish and maintain positive relationships with both governmental and non-profit agencies, community leaders and program constituents.
- Communicate in both oral and written form with a diverse group.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

KNOWLEDGE & ABILITIES**For Selectively Certified Positions in Specialty Area: Parking and Mobility Management****Working knowledge of:**

- Extensive knowledge of Microsoft Word and Microsoft Excel required.
- Transportation demand management strategies to complement demand responsive parking pricing.
- Free floating and dedicated space car sharing.
- Transportation design, planning, and policy supported by education and/or career development.
- Technical knowledge with databases, computer programming, ArcGIS, AutoCAD, SPSS or SAS (statistical software), and/or Adobe Creative Suite is highly desirable.

Ability to:

- Develop feasibility and cost analysis for potential parking policy changes.
- Collect, analyze, map and use other tools to visualize data regarding parking conditions, trends, impacts, policies, regulations, and proposals.
- Prepare presentations for stakeholder engagement.
- Collect, analyze and visualize data regarding parking conditions, trends, impacts, policies, regulations, and proposals.
- Create maps of parking conditions, trends, impacts, policies, regulations, and proposals.
- Think creatively, using strong analytical skills to resolve issues.
- Ability to work collaboratively with a team, using exceptional oral and written communication in an effective and persuasive manner (Second language proficiencies encouraged).
- Complete tasks on time, with attention to detail.

LICENSE / CERTIFICATE

Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

SUPPLEMENTAL INFORMATION:**The Selection Process**

Stage I: The first stage in the selection process will consist of a review of each applicant's employment application and supplemental questionnaire for minimum qualifications (weighted pass/fail). Applications submitted without all required materials will not be given further consideration.

Stage II: The second stage will consist of subject matter experts evaluating and rating the completed supplemental questionnaires. Applicant responses to the supplemental questions must demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. The evaluation of supplemental questions may be weighted 100% of an applicant score (before residency and/or veteran points) and may determine rank on the eligible list. If a sufficient number of quality application packets are received, the supplemental screening may be followed by a third stage and the most qualified applicants will be invited to the next stage. Meeting the minimum qualifications does not guarantee advancement to Stage III.

Stage III: The third stage may consist of an oral examination that may be preceded by a brief written exercise (weighted 100%), that will test the knowledge, skills and abilities listed in the qualifications section.

The ranked eligible list may be developed directly from the supplemental screening OR the results of Stage III. Candidates must earn a scale score of 70 in this examination process to be placed on the eligible list for employment consideration.

The City of Oakland reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

How to Apply

Apply prior to the closing time of the job announcement and allow at least an hour to submit your application if you are a new user on the system. **APPLICATIONS ARE ACCEPTED ONLINE ONLY.** You may apply and view current openings by visiting our employment opportunities webpage at: <http://agency.governmentjobs.com/oaklandca/default.cfm>

If you do not have access to a computer, there are computer stations available at any City of Oakland Public Library. There are also work stations at the Human Resources Management Department, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612. Work stations are available during regular business hours (normally 9:00 a.m. to 5:00 p.m.).

Our on-line application system is provided by NeoGov. If you have problems while applying online, please contact the Help Desk at (877) 204-4442.

You may also call the City of Oakland Human Resources Management Department during regular business hours at (510) 238-3112 for information.

Date of Examination:

Tentatively scheduled for the week of 10/30/2017

The City of Oakland is an EEO/ADA Employer.

ADVISORIES

Immigration and Reform Control Act: In compliance with the Immigration and Reform Control Act of 1986 the City of Oakland will only hire individuals who are legally authorized to work in the United States.

Exam Access Accommodation: In compliance with local, state and federal laws and regulations, the City of Oakland will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than five working days after the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Department of Human Resources Management, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019 or call (510) 238-3112 or TDD (510) 238-3254.

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<http://www2.oaklandnet.com/Government/o/HumanResources/index.htm>

150 Frank H. Ogawa Plaza - 2nd Floor
Oakland, CA 94612
(510) 238-3112

Position #17-AP292-07SC
PROGRAM ANALYST I (SELECT CERT - PARKING
& MOBILITY MANAGEMENT) (GRANT FUNDED
LTD DURATION)
PP

Program Analyst I (Select Cert - Parking & Mobility Management) (Grant Funded Ltd Duration) Supplemental Questionnaire

- * 1. Be sure to answer the supplemental questions thoroughly and accurately. Applicants are responsible for clearly, completely, and accurately identifying their qualifications. The rating of the supplemental questions may determine your application status and/or rank on an eligible list. I have read and understand the statement above concerning submission of supplemental responses.
☐ Yes ☐ No
- * 2. Do you possess a degree from an accredited college or university in public administration, social work, behavioral sciences or another closely related field?
☐ Yes ☐ No
- 3. If you answered No to #2, please describe any internships, coursework projects, training and/or certifications that would demonstrate your knowledge and abilities as it relates to this position.
- * 4. Do you possess at least one year of experience working with parking and shared mobility programs (car and bike sharing preferred), or other relevant programs?
☐ Yes
☐ No
- 5. If you answered yes to #4, please describe your related experience.
- * 6.

Do you possess additional experience in transportation planning, policy, and/or engineering with a focus on program management for Parking and Mobility applications, or a closely related field?

☐ Yes

☐ No

7. If you answered yes to #6, please describe your related experience.

- * 8. One of OakDOT's Strategic Plan goals is to "manage public parking to balance the diverse needs of Oakland's visitors, merchants, commuters, and residents". Please describe how you would support this goal. Also, describe your experience assisting or coordinating a project related to parking and curb management.
- * 9. Describe your experience with supporting an ongoing program that requires: recordkeeping and data management, working with vendors or contractors, developing internal systems to build the program's capacity, and reporting to supervisors and outside funding agencies in a timely manner.
- * 10. I understand that my answers to the above questions must be supported by information in the "Experience" section of this job application.
☐ Yes ☐ No

* Required Question