



Metropolitan Transportation Commission (MTC) - Revenue and  
Transit Operations Analyst

\$90,446.93 - \$114,708.67 Annually

THIS POSITION IS A ONE YEAR TIME-LIMITED PROJECT

First round interviews tentatively scheduled for Tuesday, August 4, 2020, for selected candidates. A resume and cover letter are not required with your application, but highly encouraged.

The Metropolitan Transportation Commission (MTC) is the transportation planning, financing and coordinating agency for the nine-county San Francisco Bay Area. For more information about MTC, visit [www.mtc.ca.gov](http://www.mtc.ca.gov).

The Funding Policy and Programs section of MTC oversees policy development and investment decision-making including \$1.5 billion annually in federal, state, and regional transportation funds. These investments and policies implement Plan Bay Area 2040, a comprehensive blueprint for the development of transit, highway, local streets and roads, rail, and bicycle and pedestrian facilities that integrates planning for transportation, land use, and housing. Other areas of focus include road safety/Vision Zero, transit operations and fare policies, project delivery, and timely use of funds and asset management.

The Revenue and Transit Operations Analyst position will be filled at the Assistant level and is under the general supervision of an Associate Planner/Analyst. The Revenue and Transit Operations Analyst as a member of the Funding Policy and Programs section staff will be responsible for generating financial analysis products including fund estimates, financial forecasts, and revenue and expenditure analyses, which may be used to make recommendations related to policy issues; completing analysis for legislative advocacy purposes; and making presentations. The Revenue and Transit Operations Analyst will also be responsible for providing transit capital and operating budget/planning assistance to Bay Area transit operators and performing transit funding and performance analyses. In addition, the analyst will provide assistance to the Fare Coordination/Integration Study and Business Case and the Transit Blue Ribbon Transit Recovery Task Force.

## **SKILLS AND ABILITIES**

The ideal candidate will have the following knowledge, skills and abilities:

- Ability to translate technical financial data and information into a language and format understandable to the general public
- Prepare and make presentations to a wide variety of audiences
- Prepare, evaluate and monitor program budgets



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- Analyze complex operational and management problems and develop innovative solutions
- Work effectively with others including with staff from MTC's Regional Planning Program and the Bay Area's transit operators and county transportation agencies
- Communicate clearly and concisely, both orally and in writing

### **MINIMUM QUALIFICATIONS**

An appropriate combination of education and experience that has provided the required knowledge, skills and abilities is qualifying. A typical way of obtaining the required qualifications is:

**Education:** A Bachelor's degree in an appropriate field related to the area of assignment, such as transportation planning, project management, public finance, transportation engineering, economics, business or public administration. (Applicants with a degree issued from an institution outside of the United States must have their transcripts evaluated by an academic accrediting service and provide proof of equivalency along with the application.) A Master's degree is preferred.

**Experience:** One year of experience in an appropriate field related to the area of assignment. Preference will be given to applicants with additional professional work experience.

**License/Certificate**

Possession of a valid California Class C driver's license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Under the supervision and direction of an Associate Planner/Analyst, the essential duties and responsibilities include, but are not limited to, the following:

- Complete the annual Fund Estimate and apportionment (by February of each year). MTC estimates and apportions the Transportation Development Act (TDA) and other funds anticipated to be available in the forthcoming fiscal year. The purpose of this action is to enable the fund claimants to better plan their budgets for the coming year and to satisfy the California Code of Regulations relative to the apportionment of TDA funds. Work with MTC's Finance Section, County auditors, and transit agencies to ensure accuracy of



estimates.

- Complete the necessary financial and needs assessment forecasts that are included in MTC's nine-county Bay Area Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). The RTP/SCS document includes all transportation revenue expected to be available to all transportation providers in the Bay Area over the next 25-30 years. The RTP/SCS also includes a comprehensive needs assessment for capital replacement and operation costs for the transit and streets and road network.
- Prepare analyses of transit operator finances and performance trends as well as "what if" scenarios in order to provide information on financial sustainability and to assist with the development of regional transit policies and procedures.
- Develop financial forecasts to guide transit operators in developing their Short Range Transit Plans (SRTPs). Review the completed SRTPs to assess the scope and viability of the transit agencies' operating plans and associated capital program. Summarize results as part of the region's transit financial capacity assessments, and development of long-range plan capital needs.
- Monitor the economic landscape of the Bay Area and both local and national trends affecting transportation revenues. This includes tracking taxable sales receipts for the nine-county Bay Area, as well as tracking fuel prices and consumption for California and the U.S.
- Complete financial analyses for advocacy purposes of potential changes to state and/or federal law. Analyze the policy implications of various MTC and partner initiatives, particularly with respect to transportation revenues and their distribution.
- Assist with the processing of transit operator funding claims, distribution of funds, reimbursements, and record-keeping.



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- Perform as-needed financial analyses of transportation funding and analyses of transit operator performance and funding requirements.
- Provide analysis and support to the Fare Coordination/Integration Study and Business Base and the Transit Recovery Blue Ribbon Task Force.
- Represent MTC at meetings, review written reports and memoranda prepared by project staff and make presentations before MTC committees, executive staff, and other agencies. Conduct general liaison, problem solving and correspondence handling.
- The Revenue and Transit Operations Analyst will perform other job related duties as assigned.

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All employees at MTC are classified as Disaster Services Workers.