**ORANGE COUNTY TRANSPORTATION AUTHORITY (OCTA)**

**PROGRAM MANAGEMENT ANALYST, ASSOCIATE/PROGRAM MANAGEMENT ANALYST**

**2015-1564**

**About OCTA:**

The Orange County Transportation Authority (OCTA) is the county’s primary transportation agency. OCTA creates funds and delivers efficient transportation for Orange County. We keep Orange County moving with extensive bus and paratransit service, Metrolink commuter rail service, the 91 Express Lanes Toll Road, motorist services and freeway, street and road improvement projects. OCTA began in in 1991 with the consolidation of seven separate transportation agencies. OCTA is dedicated to its organizational mission and core values. OCTA’s mission is to develop and deliver transportation solutions to enhance quality of life and keep Orange County moving. OCTA’s core values consist of integrity, teamwork, communication, customer focus, and can-do spirit.

**Overview:**

Under general supervision, assists in the oversight and implementation of the Measure M (M1 and M2) capital project portfolio. Position coordinates between the PMO, OCTA project controls staff, and outside contractors or consultants. Position will identify possible schedule, scope or cost issues, develop corrective recommendations, and support delivery of the M2 capital program of projects.

**Program Management Analyst, Associate** - this position is Salary Grade M: Min $47,028.80 - Mid $59,529.60 - Max $72,009.60 per year. The starting salary will be within this range based on qualifications.

**Program Management Analyst** - this position is Salary Grade P: Min $57,470.20 - Mid $72,425.60 - Max $87,339.20 per year. The starting salary will be within this range based on qualifications.

**The closing date for this position is Monday June 15, 2015.**

**Program Management Analyst, Associate Responsibilities:**

* Assists in the preparation and tracking of progress reports on the M2 program.

Monitors and assembles necessary documents in support of ensuring compliance with the M2 ordinance requirements. Prepares and manages electronic files.

* Develops and reviews various documents including reports, memos, letters, minutes,

agendas, tables, spreadsheets, charts, graphs, and graphic displays in support of ongoing program management activities and discovery requests. Compiles, revises, and verifies the accuracy of monthly monitoring and status reports.

* Compiles content for inclusion in the M1 and M2 quarterly reports and for other

communication materials. Ensures accuracy.

* Inspects the Measure M websites to ensure project and program information is up to date and works with the project managers and the agency webmaster to make changes as needed.
* Oversees the population of data and documents in the M2 document center for

progress, accuracy, appropriateness, completeness, and potential issues. Monitors, follows-up, manages and reports on information input by project managers and ensures the information in the document center is complete. Pursues the addition of missing data elements as authorized by the project manager.

* Identifies and troubleshoots user and system issues. Recommends document center system modifications and upgrades to meet agency needs. Coordinates problem resolution with information systems to discuss and resolve issues and implement approved changes. Trains users as needed.

**Program Management Analyst Responsibilities:**

* Reviews M2 capital program budgets and expenditures for freeway, transit, regional streets, and environmental program. Reports status of programs to PMO Provides regular reports on program accomplishments and progress.
* Analyzes and reviews all capital program data including schedules, cost estimates, budgets, and funding sources. Compares data from multiple sources, including Primavera, Capital Projects, Capital Funding Plans, and other related tracking and/or reporting software in a timely manner.
* Reviews and reports on schedule progress and expenditures against program plans and budgets. Provides presentations and/or reports to management and executive committees of relevant data.
* Analyzes program expenditures compared to progress and provides recommendations to assure conformance with available Measure M funding sources and maximize use of external funding. Reviews and processes complex design and detailed construction invoices, reports, and schedules.
* Reviews capital program costing categories for reasonableness and completeness and provides recommendations to ensure conformance with approved plan of finance and delivery commitments.
* Prepares detailed analysis of annual fiscal year Measure M fund budget to management and executive committees.
* Supports the PMO in the development of required Measure M quarterly reports.
* Provides regular written reports regarding project activity and accomplishments as directed.

**Qualifications:**

**Program Management Analyst, Associate -** Any combination of education and experience equivalent to a bachelor’s degree in a related field and a minimum of approximately one year progressively responsible related experience.

**Program Management Analyst -** Any combination of education and experience equivalent to a bachelor's degree in project management, accounting, finance or a related field and a minimum of approximately three years related experience.

**Program Management Analyst, Associate Knowledge of:**

* Standard computer applications with proficiency utilizing Microsoft Office Suite software including Excel, Word and PowerPoint.
* Records and document management principles and practices.
* Principles of business letter writing and basic report preparation.

**Program Management Analyst, Associate Ability to:**

* Plan, organize, prioritize and perform work independently.
* Analyze situations accurately and adopt a course of action.
* Compose and edit reports and correspondence.
* Communicate clearly and effectively both verbally and in writing with all levels

of staff.

* Manage multiple tasks and meet specific deadlines.
* Maintain accurate files and records.
* Ensure a high degree of accuracy and attention to detail.
* Maintain and build positive and successful working relationships with project

managers.

**Program Management Analyst Knowledge of:**

* Principles and practices of project and portfolio management.
* Project controls software, schedule and costing software (including MS Office applications and Primavera software)
* Audit methods and practices.
* Project management techniques.

**Program Management Analyst Ability to:**

* Complete detailed reviews of capital projects, including schedules, costs and scope adjustments in a timely and accurate manner.
* Provide guidance and direction to other personnel.
* Prepare comprehensive written reports.
* Use personal computer and related word processing and spreadsheet software.
* Communicate effectively orally and in writing.

**Disclaimer:**

The above statements are intended to indicate the general nature and level of work performed by employees within this classification. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of employees assigned to this job.

**Compensation and Benefits:**

OCTA offers an attractive compensation and benefits package. The specific features of this package include: medical, dental and vision insurance; retirement; vacation and holiday pay; life insurance; deferred compensation plan; short-term and long-term disability plans; flexible spending accounts; educational reimbursement; flex time schedules; and ergonomic/wellness programs. Salary is dependent upon qualifications.

**Application and Selection Process:**

For further information about this exciting career opportunity and to apply online, please visit our website at <https://jobs-octa.icims.com/jobs/1564/job>. Applications must include a ten year work history and be fully complete. We are unable to accept resumes in lieu of an online application. OCTA does not sponsor H1B or other work visas. For additional information, please contact the Employment Office at (714) 560-5600. OCTA is an equal opportunity/affirmative action employer.

**OCTA is an equal opportunity and affirmative action employer and ensures that all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, national origin, disability or veteran status.**