



Sutter County Human Resources  
**PROGRAM ANALYST I/II**

<b>SALARY</b>	\$4,992.00 - \$7,025.00 Monthly	<b>LOCATION</b>	Yuba City, CA
<b>JOB TYPE</b>	Full-Time Regular	<b>JOB NUMBER</b>	SC2024-01145
<b>DEPARTMENT</b>	YUBA-SUTTER TRANSIT AUTHORITY	<b>DIVISION</b>	Yuba Sutter Transit Authority
<b>OPENING DATE</b>	01/19/2024	<b>CLOSING DATE</b>	Continuous

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**JOB SUMMARY**



**IMPORTANT NOTE:** The Yuba-Sutter Transit Program Analyst I/II is **NOT** a Sutter County position. Sutter County is only administering the recruitment process. Eligible candidates will be referred to the Yuba-Sutter Transit Authority.

There is currently one vacancy that will be filled at either the I or II level. Candidates need only to apply once; all applications will be screened for the minimum requirements at the highest level they are qualified for. In the case of higher-level vacancies, names from the eligible list will be referred based on qualifying level. For lower-level vacancies, higher level candidates on the eligible list may not be excluded from being referred.

The Program Analyst I is the entry level in the series. Employees at this level are not expected to perform with the same independence of direction and judgement on matters allocated to the journey level. Employees work under general supervision while learning job tasks.

The Program Analyst II is the journey level classification within the series. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the Authority's operating procedures and policies.

To view specific job description and salary information, please follow the links below:

**Program Analyst I: \$4,992 - \$6,068/Month**  
**Program Analyst II: \$5,779 - \$7,025/Month**

**NOTICE:** All correspondences, notices and invitations to test and/or interview will be via e-mail through [Governmentjobs.com/NEOGOV](https://www.governmentjobs.com/NEOGOV). Please be sure to set-up your inbox to receive them or check your junk-mail to make sure you are receiving Sutter County's recruitment communications.

**MINIMUM QUALIFICATIONS**

***The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.***

### **Program Analyst I**

**Knowledge of:** Standard office administrative and clerical procedures and systems; principles and processes for providing customer service which include customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; website maintenance practices; methods of marketing and public relations; principles of business letter writing; record keeping, report preparation, filing methods and records management techniques; principles and practices of organization and administration; research methods and procedures including statistical analysis; English grammar, punctuation, spelling, and usage; technical report writing; modern office equipment and methods including use of computer applications; basic bookkeeping knowledge.

**Ability to:** Learn and understand the principles and practices of transit operations; communicate clearly and concisely, both orally and in writing; learn applicable local, State and Federal laws, rules and regulations; prepare and present a variety of administrative and technical reports; research, analyze, and resolve technical issues; understand and carry out oral and written directions; organize and prioritize timelines and project schedules in an effective and timely manner; use a variety of personal computer applications; establish and maintain effective working relationships with those contacted in the course of work; learn to perform professional duties in the development, administration and implementation of transit programs; learn principles and practices of grant administration; examine and verify a wide variety of financial and operational documents and reports for accuracy and compliance.

### **Program Analyst II (in addition to the above):**

**Knowledge of:** Principles and practices of project organization and management; in-depth knowledge of marketing communication principles, practices, and techniques, with a solid understanding of consumer markets; strong overall oral and written communications skills; advanced data analysis methods; principles and practices of local and regional transit planning, monitoring, and reporting; principles and practices of marketing and community outreach; principles and practices of contract monitoring.

**Ability to:** Perform the duties required of Program Analyst I; independently perform professional duties in support of assigned program; identify, research and respond to questions from Authority staff, outside agencies, and the public; respond to public comments and requests; design and produce public communication and outreach materials; organize and direct public information, including website and social media platforms; evaluate marketing plans and processes to recommend process improvements; prepare and present technical reports, administrative reports, and correspondence; independently analyze situations and data and develop logical conclusions and sound recommendations; establish and maintain various data collection, record keeping, tracking, filing and reporting systems; provide technical and administrative support for a variety of special projects; independently prepare, maintain, and monitor accounts payable, accounts receivable, and cash flow (for those assigned to finance); independently perform professional transit analysis and program management; research transit issues and develop sound recommendations and alternatives.

### **Experience and Training**

**Program Analyst I -** Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public or business administration, urban, regional or transportation planning, communications, public relations, marketing, or a related field.

**Program Analyst II -** Three years of professional experience performing duties similar to that of a Program Analyst I. Demonstrated experience in accounting, operations, or community outreach/marketing.

## AND

Equivalent to graduation with a Bachelor's degree from an accredited college or university with major coursework in public or business administration, urban, regional or transportation planning, communications, public relations, marketing, or a related field.

## License

License or Certificate Possession, or ability to obtain, a valid California driver's license. Proof of adequate vehicle insurance and acceptable driving record may be required.

## SPECIAL REQUIREMENTS

The Authority may conduct a background check on candidates prior to appointment that may include personal and professional reference checks, credit history checks, Social Security verifications, professional license/registration verification, military service information and driving history.

## Benefits



## COMPENSATION AND BENEFITS

- CalPERS Retirement Plan - 2% @ 62 (for those entering the CalPERS system after 12/31/12) or 2% @ 55 (for Classic PERS eligible employees)
- No Social Security
- Longevity pay program
- Employer paid Medicare premium of 1.45%
- Employer paid health, dental, vision (reimbursement allowance), life and long term disability insurance coverage available to employee and dependents (\$250 a month payment if health coverage received elsewhere)
- Employer contribution of \$100 a month to the available deferred compensation 457 plan
- Twelve paid holidays annually
- Annual leave (combined vacation & sick leave) program starting at 24 days a year (less than five years) up to 36 days a year (at least 20 years)
- Limited annual leave sell back program
- Frequent BBQs, potluck and goodies.

Learn more about Yuba-Sutter Transit by visiting our website at:  
<https://www.yubasuttertransit.com/>

## Need Help?

- For application or login problems, please click "Menu" on the upper left hand corner and select "Help & Support" or call the NeoGov/Government Jobs customer service hotline: (855) 524-5627. You will also find instructions on

checking the status of your application on this site.

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**Agency**

Sutter County Human Resources

**Phone**

530-822-7113

**Address**

1160 Civic Center Blvd., Ste. B

Yuba City, California, 95993

**Website**

<https://www.governmentjobs.com/careers/SutterCounty>