



# San Joaquin Council of Governments

555 E. Weber Avenue, Stockton, CA 95202

## *Programming & Policy Analyst (recruiting at Senior or Assistant Manager Level)*

### **To Apply:**

**E-mail your application, resume and writing sample to:**

**Diane Nguyen, Executive Director, attn: Kristin Bruce, HR consultant**

**E-mail: [planner@sjcog.org](mailto:planner@sjcog.org)**

*The San Joaquin Council of Governments is an at-will employer. EOE..*

*SJCOG reserves the right to make job offers contingent upon criminal background check, academic degree verification, and results of drug testing.*



Are you interested in a job that involves making a difference in alleviating traffic congestion, providing robust travel options for public transit and bicycle transportation, and finding innovations to improve air quality and public health in the community? If you are, then you may want to read on about a job opportunity at the San Joaquin Council of Governments (SJCOG).

SJCOG is seeking a Programming & Policy Analyst (either a Senior or Assistant Manager level) to join SJCOG's high caliber staff. The position reports to the Deputy Director of Programming and Project Delivery. The position is responsible for supporting regional transportation planning, programming, and work activities for San Joaquin County, that may include: Measure K Strategic Plan, Federal Transportation Improvement Program, Legislative Program, and various capital and planning grant pursuits. The ideal candidate will have experience in state/federal funding programs and policy/legislation. The ideal candidate will also have a track record of successfully funding both planning/research projects and capital infrastructure projects as well as possessing superior skills with spreadsheets, legislation, funding and policy research, capital project tracking, and grant acquisition and management.

This is an exciting opportunity to work in a dynamic planning agency that serves as the Metropolitan Planning Organization (MPO), Regional Transportation Planning Agency (RTPA), and Local Transportation Sales Tax Authority for one of the fastest growing counties in California. SJCOG has been a leader in the development and implementation of innovative programs and projects in all areas of transportation. Through the region's Measure K transportation sales tax program, SJCOG is administering the delivery of over \$3 billion in transportation investments over the next 30 years including transit, state highway, local roadway, pedestrian/bicycle, and smart growth projects that include affordable housing.

Currently, the region is advancing a \$7.4 million Sustainable Transportation Equity Project (STEP) grant to bring clean mobility options to disadvantaged communities, and jumpstarting planning studies examining alternative fuels/electric vehicle infrastructure, transportation equity, regional housing initiatives, and climate resiliency. SJCOG is also working with its rail transit partners on projects for commuter rail expansion to Sacramento, to Merced, and to the Bay Area. Goods movement is also a focused area of planning as SJCOG examines transportation investments to support distribution hubs, including Amazon warehouse facilities, the Stockton Metropolitan Airport, the Port of Stockton, and key industries such as wineries and farms.

San Joaquin County is home to seven diverse cities, each with its own downtown area and sense of local identity. Activities in the area include the Lodi wine country, recreation such as canoeing, fishing, kayaking on the Sacramento-San Joaquin River Delta, minor league sports at the Stockton Ballpark and Stockton Arena, year-round farmers markets featuring local produce, and much more. The County's Asparagus Festival, Lodi's Grape Festival, and Ripon's Almond Blossom Festival are a few examples of family-friendly annual events. For out-of-town getaways, we are about one hour from the San Francisco Bay Area, two hours from Yosemite National Park, or three hours from Lake Tahoe for water sports, and ski activities.

**SJCOG is an Equal  
Opportunity Employer**



### **The Ideal Candidate Will:**

- Possess experience with and knowledge of legislative/policy research and state and federal regulatory processes including transportation programming.
- Experience with developing a programming or policy strategy which advances an agency's interests in the areas of funding and project delivery.
- Have a strong command of sources of federal, state, and local funding and the ability to interpret and summarize new funding programs.
- Be a subject matter expert in researching, analyzing, and evaluating complex federal and state funding and legislation, issues, regulations, and policies that impact an agency's programs and projects.
- Have superior writing, spreadsheet, and organizational skills.
- Have experience performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility.
- Have a track record of writing grants or overseeing grant writing teams with a track record of securing grants.
- Have strong abilities to communicate clearly, orally and in writing; establish, maintain, and foster positive and harmonious working relationships, team spirit, and collaboration with those contacted in the course of work.

### **Representative Duties:**

- Advise Deputy Directors on significant items and actions in the state and federal transportation programming and policy arena; specifically, inform on critical programming, project delivery, and policy issues affecting COG.
- Coordinate and track funding needs and related project delivery schedules on multi-disciplinary projects.
- Prepare technical reports & spreadsheets related to funding opportunities, needs, and funding shortfalls.
- Monitor, analyze, and report on federal and state legislative, regulatory, and policy activities; assist with coordinating responses to proposed legislation related to existing programs or newly enacted laws.
- Collect, compile, and analyze information from various funding programs and prepare technical records and reports to interpret and present data; related to this, make recommendations on possible project pursuits for funding or policy pursuits that advance SJCOG's programs.
- Perform the full range of responsible and difficult professional, analytical, technical, and administrative work using independent judgment and personal initiative.
- Plan, organize, and carry out assigned work with minimal supervision and direction.
- Translate complex, technical materials into concise summaries and fact sheets.
- Prepares summary points, presentations, & position papers related to programming and policy.
- Assemble high-level intradepartmental and/or interagency work teams and coordinate strategies for funding acquisition and implementation; this includes oversight of technical grant writing teams for planning & capital.
- Drafts letters, fact sheets, and other documents advocating SJCOG's positions on funding, policy, & legislation.
- Participates in staff planning meetings covering all aspects of SJCOG programming and policy responsibilities; contributes practical and tactical advice to advance agency goals.
- May exercise direct and general supervision over assigned staff.

### **Education and Experience: Any degree of experience and education is qualifying.**

A typical senior level candidate has a Bachelor's degree in urban planning, public policy, engineering, public administration or closely related field and a minimum of 7 years of relevant experience. A typical assistant manager level has a minimum of 10 years of relevant professional experience with a Master's Degree substituting for one year of professional experience.

### **Typical Hiring Salary Range:**

\$104,682 - \$114,000 Senior Level, depending on qualifications;

\$115,000 - \$125,000 Assistant Manager Level, depending on qualifications;

SJCOG offers a very competitive benefits program which includes medical, dental, and vision benefits. SJCOG offers full-time employees 80 vacation hours and 12 sick days. SJCOG also contributes to a 401a program. Flexible work schedule options, including telecommuting, after six months is possible. Currently, SJCOG has a hybrid work environment with Monday and Friday as work-from-home days.

**To Apply:** Complete an online application on our website at [www.sjcog.org/jobs](http://www.sjcog.org/jobs). Submit the electronic application along with a resume, cover letter, and writing sample (advisory length less than 15 pages) to Diane Nguyen, Executive Director, attn: Kristin Bruce, HR consultant, via e-mail at [planner@sjcog.org](mailto:planner@sjcog.org). Please do not send hard copies in the mail. Incomplete applications will not be accepted. Position is Open Until Filled.

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