



is seeking applications for the position of
PROGRAM ANALYST I/II

Closing Date: January 25, 2019

The Position

The Yuba-Sutter Transit Authority is recruiting for a new Program Analyst to perform a variety of analytical functions in support of several of the agency's programs, activities and special projects. Incumbents will also provide technical and administrative support to the Authority's Program Managers and Transit Manager. Duties will include preparing and submitting internal and external reports; evaluating operations and activities and recommending improvements and modifications; assisting with the evaluation of new technology related hardware and software and coordinating with outside contractors.

Compensation & Benefits

Level I: \$3,601 - \$4,397/Month

Level II: \$4,168 - \$5,066/Month

- 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 34.5 days a year (at least 25 years) up to a maximum accrual of 48 days
- Limited annual leave sell back program
- Frequent BBQs, potlucks and goodies!

The Ideal Candidate

We are looking for a highly skilled, motivated and enthusiastic individual with excellent interpersonal and communication skills; someone who enjoys researching and developing innovative yet practical solutions to problems; who is focused, disciplined and detail oriented; who has outstanding written, oral and computer skills; who can effectively organize and deliver their message; who highly values their integrity and has a strong work ethic; and, who is flexible, patient, compassionate and customer focused. We are also looking for an individual who will enjoy working in a small, busy office where everyone must be ready, willing and able to do anything.

Application Process

If you are interested in joining our team, please review the complete job announcement and position description that is available at www.suttercounty.org or from the **Sutter County Human Resources Department**.

To be considered, interested candidates must submit a resume and any additional information by no later than 5:00 p.m. on the Final Closing Date to:

Sutter County Human Resources
1160 Civic Center Blvd, Ste. B
Yuba City, CA. 959993

Phone: (530) 822-7113 Fax: (530) 822-7191
www.suttercounty.org

The screening panel will select those most qualified to be considered further in the selection process which may include an application screening, and/or interviews. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam, credit check and fingerprinting in addition to other appropriate requirements of the position.

