



Western Contra Costa Transit Authority

**Job Title: TRANSIT GRANTS AND COMPLIANCE ANALYST**

Posting Date: 8/20/2018 at 12:01 AM Pacific Time (US & Canada).

Salary: \$65,000.00 - \$78,000.00 Annually, Generous Benefit Package (including CalPERS)

Location: 601 Walter Avenue, Pinole, California 94564

Phone: (510) 724-3331 Website: [www.westcat.org](http://www.westcat.org)

Job Type: Full-Time

Closing date and time: Open until Filled

Description

This position is responsible for supporting the grants and compliance functions of the Western Contra Costa Transit Authority (WestCAT) including fulfillment of Federal and State requirements. Responsibilities include preparing and submitting grants for operating and capital support, and ongoing reporting and monitoring activities for the grants. The Compliance Analyst coordinates with accounting staff to monitor bank accounts and maintain tracking of all grant funding.

Under the direction of the Assistant General Manager, the Compliance Analyst helps to plan, manage and administer WestCAT's civil rights programs including Title VI, Disadvantaged Business Enterprise Program (DBE), and Americans with Disabilities (ADA) Program. The Compliance Analyst is responsible for Federal and State reporting for the agency.

Duties and Responsibilities

- Coordinates Federal and State grant programs including grant applications, approval, implementation, revisions, amendments, reporting, and closeouts.
- Prepares and submits grant reports to the Federal Transit Administration (FTA), Caltrans, the Metropolitan Transportation Commission, and other funding agencies.
- Monitors WestCAT's plans, programs, services and procurements to ensure compliance with civil rights and ADA laws.
- Manages grant documents and data, including reconciliation of grant expenditures.

- Prepares all reports relating to Disadvantaged Business Enterprise (DBE), and small business participation. Prepares analysis and reports to local, State and Federal agencies documenting compliance with policies including, but not limited to DBE, Title IV and ADA.
- Coordinates and assists with the Federal Triennial Review Process.
- Coordinates and assists with transit capital projects management, including transit asset management plan preparation.
- Coordinates and assists with Davis-Bacon Act and/or California Prevailing Wage compliance, and with preparation of applicable National Environmental Policy Act (NEPA) Environmental Reviews for the federally funded construction projects.

#### Requirements

- Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a Bachelor's degree in Planning, Accounting, Business Administration or a closely related field, or four years of professional experience in analyzing and evaluating financial, statistical, administrative data, grants or fiscal operations.
- Must be able to pass a criminal background check.

#### Preferred Qualifications

- Familiarity with Federal, and State statutes, codes and regulations, including ADA, Title VI and DBE regulations related to public transit systems.
- Familiarity with basic accounting principles, record keeping and file maintenance principles and procedures.
- Ability to collect, compile, and analyze statistical and fiscal data and to present logical conclusions in graphic and narrative form.
- Ability to express ideas effectively through verbal and written presentation.
- Ability to establish and maintain effective working relationships with other employees, government agency representatives, and the public.
- Proficiency with standard business software programs: Microsoft Office, Adobe Illustrator, etc.

DISCLAIMER: The information contained in this description is intended to indicate the general nature and level of work performed by employees within this classification. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this classification. All positions are subject to a criminal background check. A conviction in and of itself may not necessarily preclude employment.



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### Agency Description

WestCAT is a public transit operator within the San Francisco Bay Area. The agency was established in 1977 as a Joint Powers Authority comprised of Contra Costa County and the cities of Pinole and Hercules. WestCAT owns and operates a fleet of 60 vehicles from its administration/operations facility in Pinole. WestCAT fixed route service includes eight local routes, four express routes, two regional routes and one commuter route to San Francisco. WestCAT also offers a comprehensive program of demand-responsive service for seniors and persons with disabilities traveling within its service boundaries. WestCAT currently has a professional staff of eight employees, and contracts with a private provider for bus operators, mechanics, road supervisors and dispatch staff necessary to operate its program of services.

### Application Instructions

WestCAT employment applications may be downloaded from the agency's website at <http://www.westcat.org/employment/>.

Interested applicants should mail a completed application, along with cover letter and a current resume, to the following address:

General Manager  
Western Contra Costa Transit Authority  
601 Walter Avenue  
Pinole, CA 94564

Applications may also be submitted electronically by scanning and emailing the application package to [charlie@westcat.org](mailto:charlie@westcat.org)