

UTAH TRANSIT AUTHORITY

Public Policy Analyst



Utah Transit Authority provides integrated mobility solutions to service life's connections, improve public health, and enhance quality of life.



■ ABOUT UTA

Founded in 1970 and headquartered in Salt Lake City, the Utah Transit Authority (UTA) is a public transit district government agency made up of participating municipalities, counties, and the State of Utah. UTA is responsible for providing public transportation throughout the Wasatch Front of Utah, in the United States, including Ogden, Park City, Provo, Salt Lake City, and Tooele. Governed by a three-member Board of Trustees and supported by a nine-member Local Advisory Council, UTA seeks to provide innovative mobility solutions while upholding its core values of respect, integrity, and accountability to its employees, customers, and community. With approximately 3,000 employees and annual ridership of approximately 31,233,700, UTA is an integral part of the vast community that it serves.

■ ABOUT THE AREA

Renowned for its captivating natural beauty, Salt Lake City is ranked one of the best places to live in Utah with an overall A grade from Niche. With highly rated schools, high economic growth, and a diverse population, it's no surprise Salt Lake City has become a popular residence for families and young professionals. There is something for everyone, from mountain hiking, historical sites, amusement/water parks, Zoos, gardens, and so much more; you'll love calling Salt Lake City your home.

Our Vision

Leading Utah's mobility solutions and improving quality of life

Our Mission

We Move You

Our Foundation

Living and Demonstrating the UTA Way

BOARD STRATEGIC PRIORITIES & SUCCESS OUTCOMES

QUALITY OF LIFE

UTA supports community development, sustainably connecting the Wasatch Front through accessible mobility options, strategic investments, and partnerships.

CUSTOMER EXPERIENCE

UTA puts its customers first by providing an easy, enjoyable and accessible transit experience where customers feel engaged, safe and cared about.

ORGANIZATIONAL EXCELLENCE

UTA's well-resourced workforce excels, innovates and demonstrates empowerment.

COMMUNITY SUPPORT

UTA's communities tell our story and transit is recognized as a keystone to Utah's future growth.

ECONOMIC RETURN

UTA is an economic engine which positively impacts Utah's statewide economy, benefiting every Utahn.



■ ABOUT THE POSITION

Reporting directly to the Director of Board Governance, the Public Policy Analyst performs research on policy and governance matters, conducts analysis, and oversees projects for the Office of the Board of Trustees. The Policy Analyst must be able to maintain neutrality and objectivity and conduct objective analysis on various public policy issues. Assignments typically involve performing analysis, developing policy, and facilitating solutions for issues related to governance, transportation, planning, and financial management. Responsibilities include developing work plans; gathering, organizing, analyzing, and verifying information; developing oral and written presentations identifying issues and recommending options; working with agency administration and the public; providing coordination and assistance to resolve project or procedural issues; and project management.

The Public Policy Analyst will work in a team environment with agency staff with varying expertise and experience. UTA's Policy Analyst works under the general direction of the Board of Trustees and Director of Board Governance.

Essential Job Duties:

- » Research and conduct in-depth policy analysis with an emphasis on governance
 - Identify, draft, and communicate policy options
 - Provide guidance to agency leaders and staff on board governance, policies, and processes
 - Prepare briefs, memoranda, and presentations on governance and policy issues
 - Identify processes for efficiency improvements and make recommendations
 - Track relevant policy issues and monitor key strategic issues
- » Lead project teams and utilize project management techniques
- » Performs other related duties as assigned or requested



■ EDUCATION

Bachelor's degree in Public Administration, Public Policy, Political Science, Management, or related discipline; Master's degree preferred. Minimum of six years of progressively responsible experience in public policy analysis, including at least two years of project management experience. An equivalent combination of relevant education and experience may be considered.

Core Competencies:

- » Specialized knowledge of boards, commissions, and organizational governance preferred
- » Knowledge of state and local government statutes and processes preferred
- » Demonstrate superior research and writing skills
- » Demonstrate superior organizational, strategic thinking, and analytical skills
- » Ability to use sound professional judgment in a political environment
- » Ability to work independently and as part of a team
- » Ability to maintain strong working relationships with all levels of staff and management, and ability to facilitate shared strategies and solutions
- » Ability to communicate effectively both in writing and orally and demonstrate public presentation skills

■ COMPENSATION

Pay Rate: Starting **\$77,500 - \$93,000** based on experience

UTA's benefits package for full-time administrative employees includes the following:

- » Health, dental, vision, life/AD&D, short-term and long-term disability insurance (eligible after 30 days of employment), with Flexible Spending and Dependent Care accounts.
- » Health and Wellness Clinics for on-site medical care at no cost to employees, spouses, and dependent children.
- » 22 days of accrued paid time off (13 vacation days and 9 sick days), which increases with tenure at UTA
- » 10 paid holidays and two paid (2) floating holidays per year.
- » Retirement options - Pension Plan with 5-year vesting schedule and 457 Contribution Plan, available for immediate contributions and company matching.
- » Generous tuition reimbursement for higher education, available for both bachelor's and master's degree.
- » Training, development, and career advancement opportunities.
- » Paid parental leave for birth, adoption, and child placement (after 12 months of employment).
- » Free transit passes for employee, spouse, and dependent children.
- » Employee assistance program – includes counseling, legal services, financial planning, etc.
- » UTA Well – a comprehensive wellness program designed to support employees and dependents in their health and wellness goals.
- » Free on-site fitness facilities and discounted membership to VASA Fitness.



UTA



■ APPLICATION AND SELECTION PROCESS

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues). Your resume should reflect years and months of employment, beginning/ending dates, as well as the size of staff and budgets you have managed.

The application deadline for this recruitment is **July 31, 2023**. Please go to our website to submit your application: <https://www.cpsshr.us/recruitment/2231>

For further information contact:

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CPS HR Consulting
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Website: www.cpsshr.us



Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to UTA. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.