

**POSITION:** Government and Regulatory Affairs Specialist

**LOCATION:** WETA Office – San Francisco, CA

**CLASS CODE:** Exempt

**PAY RANGE:** \$68,770 to \$98,240 per year (*placement in range dependent on qualifications*)

**DATE POSTED:** May 28, 2021

**CLOSING DATE:** Open Until Filled (*First Review of Applications: ~~7/2/2021~~ 7/16/21*)

**OPENING(S):** 1 Position

**APPLICATION PROCESS:**

Please mail or email cover letter, resume and the required application to:

San Francisco Bay Area Water Emergency Transportation Authority  
Attn: Human Resources  
9 Pier, Suite 111  
San Francisco, CA 94111

[EmploymentApplications@watertransit.org](mailto:EmploymentApplications@watertransit.org)

Subject: Employment Application

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED MAY RESULT IN REJECTION OF YOUR APPLICATION.**

**THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:**

- Cover Letter
- Resume
- Employment Application  
(available at <https://weta.sanfranciscobayferry.com/employment>)

WETA is a regional public transit agency tasked with developing, operating and expanding ferry service on the San Francisco Bay and with coordinating the water transit response to regional emergencies. San Francisco Bay Ferry, a service of WETA, operates ferry routes connecting the cities of Alameda, Oakland, Richmond, San Francisco, South San Francisco and Vallejo. More information is available at <https://sanfranciscobayferry.com/media-center>.

## **JOB DESCRIPTION**

The Government & Regulatory Affairs Specialist assists with all activities of the Government and Regulatory Affairs Manager including federal compliance programs (Disadvantaged Business Enterprise (DBE), Title VI and Americans with Disabilities Act (ADA)), the agency's emergency response program, and state and federal legislative programs. The position plays a key part in coordinating advocacy efforts to ensure a supportive policy and regulatory environment to advance the capital project and policy priorities of the agency. This is a specialist class position that reports to the Government and Regulatory Affairs Manager. Most work will occur in an office environment, with some occasional field work on the ferries and in the community.

## **PRIMARY RESPONSIBILITIES**

- Implements the agency's DBE program:
  - Monitors contractor compliance
  - Gathers information necessary for bi-annual reporting requirements
  - Participates in outreach events
  - Reviews procurement documents for compliance, evaluates bids/proposals, and provides support in the procurement process to ensure DBE compliance
  - Develops triennial goals
  - Reviews regulations and recommends improvements to the program
- Implements the agency's Title VI program:
  - Adheres to general reporting requirements
  - Processes, records and disseminates Title VI complaints
  - Develops Title VI information for dissemination to passengers and the public and, where appropriate, in languages other than English
  - Provides training to ferry service crews and relevant employees
  - Reviews regulations and recommends improvements to the program
- Ensures compliance with ADA regulations for the provision of ferry service including the reasonable modification process and training of crews
- Provides assistance to support implementation of the emergency response program including developing procedures, processes, coordinating with other departments, and participating in trainings and exercises
- Engages with stakeholders including regulatory agencies, government entities, elected officials and their staff, small business organizations, vessel crews and other groups
- Coordinates with stakeholders to organize support for the overall goals and initiatives of the agency
- Provides assistance to support the federal and state legislative programs
- Assists the Government and Regulatory Affairs Manager on all relevant projects
- Performs other duties as assigned

## **KNOWLEDGE, ABILITIES AND SKILLS**

### **Knowledge of:**

- Practical application of industry specific regulatory compliance. Experience in the transit industry preferred
- Principles and techniques of conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective reports
- Methods and techniques of developing content and delivering training programs
- Interrelationships among government agencies

- Elementary principles and practices of policy development, planning, analysis as well as grants and funding sources
- Concepts to solve complex problems and manage projects in creative and effective ways

Ability to:

- Ability to define problems, collect and analyze data, establish facts and draw conclusions
- Communicate effectively, both orally and in writing
- Exercise good, professional judgment in interactions with relevant stakeholders and agency staff
- Effectively manage and organize work, adjusting priorities to meet agency needs, and demands
- Work under stress under short timelines with unexpected last-minute changes
- Establish and maintain effective working relationships with all levels of representatives from governmental and private agencies, co-workers, and the public
- Work independently
- Use personal computers and applicable software including MS Office (Outlook, Word, Excel, and PowerPoint)

**MINIMUM QUALIFICATIONS**

Training and experience equivalent to:

- Bachelor's degree from an accredited college or university with major course work in transportation, public policy or administration, business or a closely related field
- At least two years working in a professional role related to policy advocacy or regulatory compliance
- Additional relevant work experience can be substituted for the educational requirements
- Additional relevant educational experience can be substituted for the work experience requirements

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting or standing for long period of time; occasional climbing, crawling, bending, stooping, or squatting. (2) Lifting/Pushing/Pulling: Frequently up to 10 pounds; occasionally up to 50 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise. May be required to wear protective clothing, safety glasses, safety shoes and hardhat.