



EMPLOYMENT OPPORTUNITY

Planning & Programming Analyst

Salary Range: \$6,001 - \$8,102 per month
(Dependent upon Qualifications)

Application Deadline: Monday, April 30, 2018 at 4:00 p.m.

The Riverside County Transportation Commission (RCTC/Commission), established through California State law, oversees funding and coordination of all public transportation services within Riverside County. The Commission's responsibilities have grown in the 41 years since its inception from coordinating highway and transit planning and identifying projects for state and federal funding to responsibility for all aspects of region-wide planning for Riverside County's mobility. RCTC is a small agency with a staffing component of 49 full time positions that support a governing board of 33 elected officials and one governor's appointee throughout Riverside County.

General Description:

Under general supervision, this position will provide a variety of analytical and technical support to the Planning & Programming Department. The primary functions will include management, administration, planning, research and database analysis in support of regional planning and programming initiatives.

Requirements:

Equivalent to a Bachelor's degree in business or public administration, urban planning, transportation planning, geography, environmental studies, economics, or a closely related field and at least three (3) years of professional experience in budgetary, program, and administrative analysis. Public sector experience is preferred.

Examples of Essential Functions:

- Performs varied research, data analysis, budgetary analysis, program analysis, and computer support functions to support RCTC projects and programs.
- Assists with the development of various planning and programming documents such as the Long Range Transportation Plan, State Transportation Improvement Plan, and Federal Transportation Improvement Program.
- Prepares Riverside County's Federal Transportation Improvement Program (FTIP) updates and amendments

to Southern California Associated Governments (SCAG) including reviewing project information for completeness and accuracy, entering project data into the FTIP database, explaining new projects and project changes in a report format, and preparing financial tables.

- Performs funding/grant development and administration, including researching federal and state grant funding opportunities, attending grant funding workshops, developing, submitting, and monitoring status of grant applications, and programming and administering awarded grant funds; monitors and reports funding obligations as required.
- Assists program manager in developing, submitting, and tracking Regional Transportation Plan (RTP) changes as part of the single county-wide project submission of plan section projects that are included in the RTP updates.
- Coordinates and works closely with local jurisdictions to seek project status updates for funding programs which the Commission has oversight, and inputs project information in the RCTC project management database.
- Monitors and works closely with Caltrans staff to track the federal obligation authority plan.
- Monitors Congestion Mitigation Air Quality Report obligations and prepares annual report.
- Monitors federal projects inactivity report and appropriately notifies RCTC member agencies; provides advice to member agencies on how to proceed to prevent loss of federal funds.
- Reviews and prepares federal requests for authorizations for the obligation of funds.
- Administers and recommends funding allocations for the biennial Transportation Development Act Article 3 Call for Projects, which provides funding for bicycle and pedestrian improvements to local jurisdictions.
- Administers and analyzes Measure A Local Streets and Roads Capital Improvement Plans for member agencies.
- Prepares and presents staff reports to the Technical Advisory Committee, Budget and Implementation Committee, Plans and Programs Committee, and full Commission.
- Researches and responds to inquiries and requests in support of senior management staff.
- Performs other special projects and duties as assigned.

Knowledge of:

- Project and/or program management, analytical processes, and report preparation techniques.
- Organizational and operational practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Budget development, administration and sound financial management policies and procedures, including funding sources and funds disbursement.
- Research and reporting methods, techniques, and procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing RCTC in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RCTC staff.

Skills/Abilities to:

- Perform programmatic administrative, budgeting, and fiscal reporting activities.

- Conduct research on a wide variety of administrative topics including regional planning and program requirements, funding, budget proposals, and operational alternatives.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Research, analyze, and evaluate new service delivery and improvements in operations, methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the department and RCTC in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical & Environmental Elements:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various RCTC meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining RCTC policies and requesting and providing information.

Summary of Benefits Available

CalPERS Retirement System	Short and Long-Term Disability
<i>Classic: 2.7% @ 55 / PEPR: 2% @ 62</i>	9/80 Work Schedule
Up to \$600/month towards Medical Plans	Vacation
Dental & Vision fully paid by RCTC	Sick Leave
401(a) Money Purchase Plan	12 Holidays/Year
457 Deferred Compensation	Transportation Assistance Programs
\$100,000 Group Life Insurance	Tuition Reimbursement Program

An RCTC employment application and resume must be submitted for consideration by the application deadline.
For more information, please visit www.rctc.org

4/2018