



EMPLOYMENT OPPORTUNITY

MANAGEMENT ANALYST (Multimodal Services)

Salary Range: \$6,211 - \$8,385 per month

Application Deadline: Monday, February 11, 2019 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 and operating toll facilities. RCTC is a small agency with a staffing component of 51 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, provides a variety of analytical and technical support to program managers and director level positions; provides varied management, program, and budgetary analysis to support rail programs and projects for commuter and passenger rail; performs other related work as required.

Incumbents perform varied research and analysis to support RCTC rail projects and programs. Incumbents support the work of management staff by providing a professional-level resource for program, budgetary, contract administration, grants analysis, administration, and reporting, and operational analyses and studies. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Qualifications

Equivalent to a Bachelor's degree in public administration, public policy, urban or regional planning, finance, or a closely related field and at least three (3) years of professional experience in budgetary, program, and administrative analysis.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs varied research, data analyses, budgetary analyses, program analyses, contract administration, and computer support functions to support RCTC rail projects and programs and monitors the performance of service providers.
- Completes various analyses under all programs including, managing program budgets, assessing level of costs to goal attainment and tracks and maintains performance metrics.
- Coordinates with various departments and external partners to develop the Western Riverside and Coachella Valley Rail Short Range Transit Plan for submittal, approval, amendments, and programming into the Federal Transit Improvement Program.
- Coordinates with various departments and external partners to develop transit capital projects and operating plans for long range planning documents such as the Regional Transportation Plan.
- Prepares and presents staff reports to the Commission, Technical Advisory Committee, and Citizens Advisory Committee on rail and transit-related programs, contracts, and issues.
- Assists capital and facilities staff on rail capital and rail station management issues related to passenger experience. Interfaces with Metrolink and public transit staff to prepare necessary performance tracking reports including NTD Reporting.
- Reviews rail service performance and helps to coordinate Metrolink marketing efforts to encourage ridership and service development.
- Conducts surveys of station patrons as needed to improve the customer experience, helps coordinate station communications and advertising and assists with station related inquiries, policies and events.
- Performs funding/grant development and administration, including researching federal and state grant funding opportunities, attending grant funding workshops, and developing, submitting, and monitoring status of grant applications. This includes close coordination with other departments and completion of applications, resolutions, agenda items, and tracking forms.
- Compiles and analyzes capital projects, monthly invoices, and financial grant reports to ensure appropriate use and reporting of revenues and expenditures and accuracy and compliance related to attainment of program goals.
- Responsible for the administration of various rail grants, including the coordination and submittal of various local, state, and federal grant reports, including FTA's TrAMS program, on a quarterly basis.
- Assists with developing the department's annual budget; reviews, codes, and approves accounts payable and accounts receivable for assigned programs; researches and resolves errors as needed; maintains tracking spreadsheets for various expenses, subsidies, incentives, penalties, and budgets.
- Compiles various program year-end reports to identify deliverables for inclusion in RCTC documents and presentations and to set goals for future improvement.
- Researches and responds to inquiries and requests in support of senior management staff.
- Coordinates with legal counsel to draft and execute various contracts for assigned programs.
- Responds to, tracks, and manages system comments, public inquiries, program complaints, and feedback pertaining to assigned programs.
- Attends and participates at regional meetings on behalf of RCTC.
- Reviews and provides summaries of various meetings and agendas for management and elected officials.
- 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, contract 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.

Ability to:

- Perform programmatic administrative, budgeting, and fiscal reporting activities.
- Conduct research on a wide variety of administrative topics.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- 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 DEMANDS

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.

ENVIRONMENTAL ELEMENTS

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
Classic: 2.7% @ 55 / PEPR: 2% @ 62
Up to \$750/month towards Medical Plans
Dental & Vision fully paid by RCTC
401(a) Money Purchase Plan
457 Deferred Compensation
\$100,000 Group Life Insurance

Short and Long-Term Disability
9/80 Work Schedule
Vacation
Sick Leave
12 Holidays/Year
Transportation Assistance Programs
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**

2/2019