



NEW EMPLOYMENT OPPORTUNITY

Senior Management Analyst Legislative Affairs (Full-Time w/ Full benefits)

Salary Range: \$8,041 - \$10,855 per month

Application Deadline: 12/07/2020

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. Join an amazing team at RCTC and help plan and deliver transportation solutions!

General Description:

Under general supervision, provides complex analysis and performs a variety of key functions in support of the Commission's legislative affairs, public affairs, and projects and programs.

This is the advanced journey-level class in the Management Analyst series. Incumbents serve as subject matter experts in assigned functional areas and perform varied research and analysis to support RCTC projects and programs. Incumbents support the work of management staff by providing a professional-level resource for public policy, legislation, public administration, program, budgetary, fund, and operational analyses and studies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability, consequence, and decision-making responsibility. This class is distinguished from the Legislative Affairs Manager in that the latter has full management and supervisory authority in planning, organizing, and directing the full scope of operations within the program.

Qualifications

Required: Equivalent to a bachelor's degree in business or public administration, political science, transportation management, communications, or a closely related field and three (3) years of professional analytical experience, preferably in a government agency.

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.

- In support of the Legislative Affairs Manager, monitors, tracks, and analyzes federal, state, and local public policy, legislation, and regulations pertaining to transportation and RCTC and regional conservation programs or Western Riverside County Regional Conservation Authority (RCA).
- Assists the Legislative Affairs Manager in developing strategies and tactics that support RCTC's and RCA's legislative platform and to plan, organize, and implement activities that advance RCTC's and RCA's public policy interests at all levels of government.
- Assists in managing consultants on legislative and, on occasion, public affairs matters.
- Supports the RCTC's and RCA's engagement and outreach with local and regional governments.
- Prepares reports, policy documents and correspondence.
- Monitors and communicates RCTC's and RCA's positions on legislation, regulations, and other governmental policies and programs pertaining to transportation, habitat and land conservation policy, funding, and operations.
- Develops educational materials that clearly communicate RCTC's and RCA's position on key policy initiatives.
- Assists the Legislative Affairs Manager and Public Affairs Manager by coordinating the development of materials for RCTC staff participating in intergovernmental meetings, city council meetings, public hearings, groundbreaking and ribbon-cutting events, advocacy association meetings, chamber of commerce meetings, and before transportation special interest groups at the local, regional, state, and national levels.
- Participates in legislative advocacy team meetings related to local, state, and federal legislation and generates summaries and policy memos pertaining to upcoming events such as hearings, votes, negotiations, and other public meetings.
- Assists Planning and Programming Department with discretionary grant opportunities at the state and federal levels.
- Participates in advocacy coalition meetings on behalf of the Commission.
- Writes letters, responses to inquiries, elected official talking points, award applications, blog posts, news releases, op-ed pieces, and other materials to advance strategic awareness of RCTC's and RCA's transportation and habitat and land conservation efforts.
- Performs other duties and special projects as assigned or required.

Knowledge of:

- Advanced project and/or program management, analytical processes, and report preparation techniques.
- Advanced organizational and operational practices as applied to the analysis, evaluation, development, and implementation of public policy, legislation, programs, policies, and procedures.
- Local, state, and federal government, preferably including established relationships and experience dealing with government officials and institutions.
- News media, social media, video production, and public outreach tools.
- Writing for and pursuit of grants and awards.
- Writing letters, press materials, advocacy and communications collateral, content for online publication, and general communications with the public, including diverse communities.
- Research and reporting methods, techniques, and procedures.
- Contract management best practices.
- Event management best practices.
- Communication techniques and best practices.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Transportation, habitat conservation, and/or associated fields of land use planning, and government funding and finance.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Advanced English usage, grammar, spelling, vocabulary, and punctuation.
- Advanced knowledge in developing presentation materials.
- Techniques for effectively representing RCTC in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Techniques for providing high quality customer service by effectively dealing with the public, vendors, contractors, and RCTC staff.
- The Spanish language sufficiently to provide written and verbal translation is desirable though not required. Riverside County and Inland Empire intergovernmental issues is desirable though not required.

Ability to:

- Demonstrate a high standard of personal integrity.
- Effectively plan, conduct, and present complex and difficult research to RCTC management containing credible information that can be easily communicated externally on a wide variety of topics.
- Deliver clear and concise written and verbal presentations and documents of technical information to a wide variety of audiences such as RCTC management, elected officials and their staff, and community stakeholders
- Analyze, interpret, summarize, and present administrative and technical information and data in a time-efficient and thorough manner.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Make strategic, politically-sound recommendations to RCTC management and elected officials based on data, analysis, and personal integrity.
- Effectively coordinate with and/or manage consultants and contracts.
- Effectively represent the External Affairs Department and RCTC in meetings with governmental agencies, community groups, businesses, professional and regulatory organizations, and in meetings with individuals.
- Maintain strict confidentiality regarding politically sensitive matters.
- Receive constructive feedback and adapt while also providing constructive feedback to other team members.
- Be comfortable and professional in a variety of highly visible situations, such as internal department meetings throughout the organization, external meetings with influential stakeholders, public meetings and public presentations.
- Establish brand and message consistency across a variety of platforms, such as written correspondence, advocacy and communications collateral materials, public presentations, testimony, and website content.
- Work independently with minimal direction and strong instinct about what needs to be done.
- 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, via phone and video, 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, over the telephone, and via video meeting technologies. 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 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**

11/2020