



## **NEW EMPLOYMENT OPPORTUNITY**

# **Senior Management Analyst Right of Way (Full-Time w/ Full benefits)**

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

**Application Deadline: Continuous**

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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 program support in the acquisition and delivery of right of way (ROW) for construction projects; manages and disposes of remaining property; provides a variety of analytical and technical support to program managers and director level positions to achieve department and RCTC goals; performs related work as required.

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, including acquisition and delivery of ROW, management and disposal of property, and program evaluation. Incumbents support the work of management staff by providing a professional-level resource for program and operational analyses and studies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This class is distinguished from the ROW Manager in that the latter has full management and supervisory authority in planning, organizing, and directing the full scope of operations within the division.

### **Qualifications**

**Required:** Equivalent to a Bachelor's degree in business administration, real estate, finance, or a closely related field and five (5) years of professional experience in ROW activities, preferably in highway, rail, and other transportation modes. A Senior Right of Way Professional (SR/WA) designation from the International Right of Way Association and an Associate's degree in business administration, real estate, finance, or a closely related field may be substituted for a Bachelor's degree.

### **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.*

- Develops and administers the performance of technical tasks in the areas of ROW acquisition, relocation of displaced individuals and business, ROW engineering, valuation, business goodwill estimation, property clearance, environmental site assessment, sale of surplus properties, utility relocation, and eminent domain support; ensures that ROW is certified on time, prior to construction.
- Oversees consultant progress and services including ensuring consultants provide regular updates, adherence to established deadlines, adequate communication, and conduct of recurring status meetings; reviews and recommends all consultant prepared agreements and documents for approval.
- Prepares for, attends, and participates in ROW meetings on all projects and property-related matters.
- Reviews various ROW related documents, including appraisal maps and appraisal reports, environmental site assessments, ROW mapping, deeds, records of survey, and other documents for adequacy and accuracy.
- Order and review preliminary title reports or litigation guarantees for property encumbrances to be cleared during the escrow process.
- Tracks utility relocation agreements, relocation progress, and progress payments.
- Reviews and recommends all escrow documents for approval.
- Assists in the oversight in utility relocation matters; attends meetings and coordinates with cities and legal counsel as needed.
- Coordinates with CalTrans on state highway system projects; researches and interprets CalTrans policies, protocols, requirements, and regulations.
- Coordinates with legal counsel on eminent domain matters and scheduling, as well as the Resolution of Necessity including the Condemnation Evaluation Meeting and Condemnation Panel Review Meeting.
- Reviews and processes all ROW capital payment requests, including legal judgments, escrows, lost rents, and other factors.
- Coordinates with project managers and consultants on ROW components and documents for construction projects.
- Provides technical guidance to staff on property management and railroad licensing issues.
- Plans, prepares, and directs consultants on excess land disposition; coordinates with cities, County, and potential buyers on real property matters and intra-agency transactions; recommends sales; prepares staff reports and makes presentation for committee and Commission approvals.
- Prepares ROW scopes of work for Request for Proposals (RFPs) for ROW consultants in accordance with procurement processes and procedures; reads and evaluates rate proposals; participates in interviews; obtains Commission approval.
- Coordinates the preparation of the annual budgets for various rail and highway projects specifically related to the ROW component; integrates data into project budget worksheets; monitors ROW expenditures against budget and recommends and prepares budget amendments for the ROW Manager when appropriate.
- Oversees the preparation and finalization of construction and maintenance agreements with railroads and ROW components of cooperative agreements with CalTrans.
- Researches and responds to inquiries and requests in support of public inquiries and of senior management staff relating to ROW issues.
- Oversees the maintenance of ROW records, including databases, maps, and legal documents; ensures compliance with federal and state regulations.
- Monitors compliance with all applicable policies, rules, regulations, and laws related to ROW.
- Follows RCTC's Right of Way Policies and Procedures Manual, Caltrans Right of Way Manual, and/or FTA Circular, as applicable.
- Stays abreast with legal, regulatory, and policy developments affecting areas of responsibility.
- Performs other duties and special projects as required.

**Knowledge of:**

- Federal and state regulations governing ROW acquisition, relocation, and property management.
- Working knowledge of the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA) regulations.
- Principles and practices of preparing ROW acquisition schedules and budgets.
- Principles and practices of hazardous materials inspection and mitigation.
- Principles and practices of negotiation and communications.
- 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 programs, policies, and procedures.
- Budget development and administration and sound financial management policies and procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Research and reporting methods, techniques, and procedures.
- 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 operational reporting activities.
- Plan and conduct effective research studies applying appropriate and effective methodology.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Perform difficult and complex research on a wide variety of administrative topics including ROW 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.
- Possession of, or ability to become a Notary Public within the first year of employment.
- SR/WA Designation from the IRWA (preference).
- Bilingual in Spanish (preference).

**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**

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CalPERS Retirement System	Short and Long-Term Disability
<i>Classic: 2.7% @ 55 / PEPR: 2% @ 62</i>	9/80 Work Schedule
Up to \$750/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](http://www.rctc.org)**

**11/2020**