



**EXECUTIVE COMMITTEE  
SPECIAL MEETING AGENDA**

**TIME: 9:00 a.m.**

**DATE: Thursday, November 12, 2020**

Pursuant to Governor Newsom's Executive Order N-29-20, (March 18, 2020), the meeting will only be conducted via video conferencing and by telephone.

**🌀 COMMITTEE MEMBERS 🌀**

Ben J. Benoit, City of Wildomar – Chair  
Jan Harnik, City of Palm Desert – Vice Chair  
V. Manuel Perez, County of Riverside, District 4 – Second Vice Chair  
Chuck Washington, County of Riverside, District 3 – Past Chair  
Lloyd White, City of Beaumont  
Brian Berkson, City of Jurupa Valley  
Lisa Middleton, City of Palm Springs  
Michael S. Naggar, City of Temecula  
Kevin Jeffries, County of Riverside, District 1  
Karen Spiegel, County of Riverside, District 2  
Jeff Hewitt, County of Riverside, District 5

**🌀 AREAS OF RESPONSIBILITY 🌀**

Reviews and makes final decisions on personnel issues  
and office operational matters.

# **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

## **EXECUTIVE COMMITTEE SPECIAL MEETING AGENDA**

**9:00 A.M.  
THURSDAY, NOVEMBER 12, 2020**

Pursuant to Governor Newsom's Executive Order N-29-20, (March 18, 2020), the meeting will only be conducted via video conferencing and by telephone. Please follow the instructions below to join the meeting remotely.

### **INSTRUCTIONS FOR ELECTRONIC PARTICIPATION**

Join Zoom Meeting  
<https://rctc.zoom.us/j/86761344945>

One tap mobile  
+16699006833,,86761344945# US (San Jose)

Meeting ID: 867 6134 4945

For members of the public wishing to submit comment in connection with the Executive Committee Meeting please email written comments to the Clerk of the Board at [lmobley@rctc.org](mailto:lmobley@rctc.org) prior to November 11, 2020 at 5:00 p.m. and your comments will be made part of the official record of the proceedings. Members of the public may also make public comments through their telephone or Zoom connection when recognized by the Chair.

*In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting on the Commission's website, [www.rctc.org](http://www.rctc.org).*

*In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, Executive Order N-29-20, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (951) 787-7141 if special assistance is needed to participate in a Committee meeting, including accessibility and translation services. Assistance is provided free of charge. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.*

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**

3. **PUBLIC COMMENTS** - *Under the Brown Act, the Board should not take action on or discuss matters raised during public comment portion of the agenda which are not listed on the agenda. Board members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration. Each individual speaker is limited to speak three (3) continuous minutes or less.*
4. **ADDITIONS/REVISIONS** – *The Committee may add an item to the Agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Committee subsequent to the posting of the agenda. An action adding an item to the agenda requires 2/3 vote of the Committee. If there are less than 2/3 of the Committee members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*

5. **APPROVAL OF THE MINUTES – OCTOBER 14 SPECIAL MEETING AND OCTOBER 14, 2020**

*Page 1*

6. **FISCAL YEAR 2020/21 ORGANIZATION AND CLASSIFICATION RECOMMENDATIONS RELATED TO THE IMPLEMENTATION AND MANAGEMENT SERVICES AGREEMENT BETWEEN RIVERSIDE COUNTY TRANSPORTATION COMMISSION AND WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY**

*Page 7*

- 1) Approve the FY 2020/21 Organizational Chart;
- 2) Approve the revised FY 2020/21 Salary Ranges Schedule;
- 3) Approve the addition of Regional Conservation Deputy Executive Director on range 67 (\$14,441 - \$19,495);
- 4) Approve the addition of Reserve Management/Monitoring Manager on range 53 (\$10,263 - \$13,855);
- 5) Approve the addition of two Senior Management Analysts - Management/Monitoring on range 43 (\$8,041 - \$10,855);
- 6) Approve the addition of Technical Information Program Manager on range 45 (\$8,443 - \$11,398);
- 7) Approve the addition of Senior Management Analyst - GIS/IT Database on range 43 (\$8,041 - \$10,855);
- 8) Approve the addition of three Senior Management Analysts - Right of Way on range 43 (\$8,041 - \$10,855);
- 9) Approve the addition of Senior Management Analyst - Public Affairs on range 43 (\$8,041 - \$10,855);
- 10) Approve the addition of Senior Management Analyst - Legislative Affairs on range 43 (\$8,041 - \$10,855);
- 11) Approve the addition of Deputy Director of Financial Administration on range 57 (\$11,315 - \$15,275);
- 12) Approve the addition of Procurement Analyst on range 36 (\$6,777 - \$9,149);
- 13) Approve the addition of Financial Administration Manager on range 53 (\$10,263 - \$13,855);

- 14) Approve the addition of Accounting Supervisor - Regional Conservation on range 44 (\$8,237 - \$11,120);
- 15) Approve the addition of Accountant - Regional Conservation on range 33 (\$6,300 - \$8,505);
- 16) Approve the addition of Accounting Technician - Regional Conservation on range 25 (\$5,183 - \$6,997);
- 17) Approve the addition of Deputy Clerk of the Board on range 32 (\$6,147 - \$8,298);
- 18) Approve the addition of Administrative Assistant on range 17 (\$4,264 - \$5,757); and
- 19) Approve and forward to the Commission budget adjustments of \$1.7 million and \$1.54 million to increase FY 2020/21 budgeted expenditures and revenues, respectively, related to salaries and benefits necessary to implement the Agreement.

**7. ADJOURNMENT**

# **AGENDA ITEM 5**

## **MINUTES**



# ***RIVERSIDE COUNTY TRANSPORTATION COMMISSION***

## **EXECUTIVE COMMITTEE SPECIAL MEETING MINUTES**

**OCTOBER 14, 2020**

### **1. CALL TO ORDER**

The meeting of the Executive Committee was called to order by Chair Ben J. Benoit at 8:45 a.m. via Zoom Meeting ID: 842 7495 9811. Pursuant to Governor Newsom's Executive Order N-29-20, (March 18, 2020), the meeting was conducted via video conferencing and by telephone.

### **ROLL CALL**

#### **Commissioners Present**

Ben J. Benoit  
Brian Berkson  
Jan Harnik  
Jeff Hewitt  
Kevin Jeffries  
Lisa Middleton  
Michael Naggar\*  
V. Manuel Perez  
Karen Spiegel\*  
Chuck Washington  
Lloyd White

\*arrived after the meeting was called to order

#### **Commissioners Absent**

### **2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Second Vice Chair Perez.

### **3. PUBLIC COMMENTS**

There were no requests to speak.

### **4. ADDITIONS/REVISIONS**

There were no additions or revision to the agenda.

**5. APPROVAL OF MINUTES**

**M/S/C (Harnik/Perez) to approve the minutes of September 9, 2020 and September 9, 2020 Special Meeting as submitted.**

At this time, Commissioner Spiegel joined the meeting.

**6. IMPLEMENTATION AND MANAGEMENT SERVICES AGREEMENT BETWEEN RIVERSIDE COUNTY TRANSPORTATION COMMISSION AND WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY**

Anne Mayer, Executive Director, provided a report on the continued due diligence process completed since the September meeting, noting no further fatal flaws or significant impediments to implementation have been found should the boards choose to enter in this agreement with the RCA board. Should the boards choose to proceed the implementing mechanism is an agreement, a draft of which is before the Executive Committee. Highlights of the draft agreement include: RCTC staff will now include former County employees assigned to RCA, RCTC employees and RCTC Executive Director will report to and serve under direction from the RCTC Executive Committee and Board, RCTC will be reimbursed for all costs associated with implementing the agreement, existing statutory and joint power authorities of both agencies are not impacted by this agreement, RCTC is a signatory to the MSHCP implementing agreement and nothing about the management agency agreement change RCTC's responsibilities under the MSHCP implementing agreement, the RCA board will remain responsible for RCA policy and financial decisions including agreements fully funded by RCA, RCTC will be responsible for the jointly funded and consolidated or shared contracts and general administrative policies. Ms. Mayer discussed the timeline over the months of October and November, noting if the management agreement is approved by both the RCA and RCTC boards the agreement will be implemented as of January 1, 2021. She discussed the costs associated with the agreement as well as potential costs savings, noting the approval of budget adjustments for each agency will be necessary in addition to the approval of the management agreement.

At this time, Commissioner Naggar joined the meeting.

Ms. Mayer stated she is seeking input from the Executive Committee as to whether or not staff should continue to proceed along this path with the goal of bringing the item to the entire RCTC Commission in November for discussion and potential action.

Vice Chair Harnik asked Ms. Mayer how she was feeling about this decision. Ms. Mayer stated from a technical standpoint that the combined RCTC and RCA staff can merge the organizations and do it well. She expressed confidence that the goals that have been identified can be achieved as far as making progress with the implementation of the plan, noting it is a benefit to RCTC for the plan and permit to continue. She noted there are unknowns in the areas of elected official support, a difficult transition time, and a significant workload. Ms. Mayer expressed it is important that if a decision is made to



merge the organizations it is made on the basis of what the elected officials believe is the right policy choice.

Supervisor Hewitt reiterated there have been no glaring red flags discovered throughout the 60 day vetting process which is encouraging, noting government has so many rules and the meshing of the agencies to be on the same page may provide the greatest challenge. Ms. Mayer agreed that would be a challenge, adding the area relating to cost is something that needs to be acknowledged in that to transition all of the RCA employees off of the County system will incur costs for the RCA, also adding there are additional costs related to transitioning systems such as IT and financial systems off of the County systems.

Commissioner Berkson noted if RCTC does not take over the management of RCA, WRCOG may be another option and asked if the benefit to RCTC outweighs the costs versus having another agency manage the RCA. Commissioner Naggar noted RCTC managing the RCA will be a benefit to the public. Ms. Mayer stated the benefits to RCTC would be the continuance of the MSHCP plan and permit, which saves approximately two years for each RCTC project so there is a vested interest in the sustainability of the plan.

Commissioner Hewitt stated the employees of RCA will receive the same benefits that RCTC has and expressed pride in RCTC for being responsible with their pension liability. He added there is a closer mission that RCTC and RCA have in common as far as the environmental aspect of projects and discussed several things that make the merge a natural fit, which will result in a stronger RCA.

Commissioner Jeffries stated there is value for both agencies in ensuring the RCA is stabilized going forward, adding it is his personal opinion that WRCOG is not a viable organization to oversee RCA, noting there are too many conflicts between the County and WRCOG to allow that to happen. He stated RCTC has a vested interest in making sure RCA operates smoothly and carries out its mission and to professionalize the RCA staff to the RCTC level is a good thing for everyone. He expressed his strong support.

Commissioner Middleton stated as someone from the Coachella Valley one of her primary concerns is the impact to the executive leadership of RCTC, noting RCTC is an incredibly well-run organization and she does not want to see them stretched too far. However, she supports what works best for the entire County so she will support the consensus from Western Riverside County if this is the direction they want to go.

Commissioner Spiegel agreed that a concern is the impact to RCTC staff. Another concern is what the consequences would be if RCTC did not take over management of RCA, noting this seems to be the greater risk. Commissioner Spiegel stated the transition to a blended family will be the most challenging piece and may cost in the beginning, but the long-term value is significant. She asked for clarification about the organization of the combined agency. Ms. Mayer noted there will be a fully integrated staff and organization, however the RCA board is responsible for the policy and budget decisions associated with providing services. She stressed the financials will not be combined and resources will be very important as RCTC cannot absorb the work without resources.

Vice Chair Harnik discussed the overlap of Board members and Commissioners on the RCA and RCTC and noted it is important to ensure that continues so policies and budgets do not go in separate directions. Ms. Mayer noted at minimum there will always be the overlap of the supervisors on both boards.

Commissioner White commented his city's representative on the RCA board has not been informed at the same level the RCTC Commission has been informed. Ms. Mayer stated she will be attending the RCA Executive Committee and full Board meeting to answer any questions to the RCA board and will also share Commissioner White's feedback ahead of RCA's next meeting.

Lisa Mobley, Administrative Services Manager/Clerk of the Board, shared a letter of support received from Dan Hollingsworth.

Ms. Mayer stated she has not received any negative feedback from stakeholders at this point, noting further meetings are being set up on the environmental and developer sides.

**M/S/C (Jeffries/Perez) to:**

- 1) Review and discuss the Draft Implementation and Management Services Agreement (Agreement) between RCTC and the Western Riverside County Regional Conservation Authority (RCA); and**
- 2) Direct staff to include the Agreement and any related budget actions for consideration by the Commission at the November 12, 2020 meeting.**

**7. ADJOURNMENT**

There being no other items to be considered, the Special Meeting of the Executive Committee meeting adjourned at 9:28 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Lisa', with a long horizontal stroke extending to the right.

Lisa Mobley  
Clerk of the Board

# ***RIVERSIDE COUNTY TRANSPORTATION COMMISSION***

## **EXECUTIVE COMMITTEE**

### **MINUTES**

**OCTOBER 14, 2020**

#### **1. CALL TO ORDER**

The meeting of the Executive Committee was called to order by Chair Ben J. Benoit at 9:28 a.m. via Zoom Meeting ID: 842 7495 9811. Pursuant to Governor Newsom's Executive Order N-29-20, (March 18, 2020), the meeting was conducted via video conferencing and by telephone.

#### **ROLL CALL**

##### **Commissioners Present**

Ben J. Benoit  
Brian Berkson  
Jan Harnik  
Jeff Hewitt  
Kevin Jeffries  
Lisa Middleton  
Michael Naggar  
V. Manuel Perez  
Karen Spiegel  
Chuck Washington  
Lloyd White

##### **Commissioners Absent**

#### **2. PUBLIC COMMENTS**

There were no requests to speak from the public.

#### **3. ADDITIONS/REVISIONS**

There were no additions or revision to the agenda.

#### **4. CLOSED SESSION – EXECUTIVE DIRECTOR**

**4A.** Public Employee Performance Evaluation  
Title: Executive Director

**4B.** Conference with Labor Negotiators Pursuant to Section 54957.6

Agency Representative: Chair or Designee  
Employee: Executive Director

There were no announcements from closed session.

**5. ADJOURNMENT**

There being no other items to be considered, the Executive Committee meeting adjourned at 9:37 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Lisa", with a long horizontal flourish extending to the right.

Lisa Mobley  
Clerk of the Board

# **AGENDA ITEM 6**



<b><i>RIVERSIDE COUNTY TRANSPORTATION COMMISSION</i></b>	
<b>DATE:</b>	November 12, 2020
<b>TO:</b>	Executive Committee
<b>FROM:</b>	Pamela Velez, Human Resources Administrator
<b>THROUGH:</b>	Anne Mayer, Executive Director
<b>SUBJECT:</b>	Fiscal Year 2020/21 Organization and Classification Recommendations Related to the Implementation and Management Services Agreement between Riverside County Transportation Commission and Western Riverside County Regional Conservation Authority

**STAFF RECOMMENDATION:**

This item is for the Committee to take the following personnel actions necessary to assume the responsibility as the management agency for the Western Riverside County Regional Conservation Authority (RCA) upon the Commission's approval of the Implementation and Management Services Agreement (Agreement) between the Commission and RCA:

- 1) Approve the FY 2020/21 Organizational Chart;
- 2) Approve the revised FY 2020/21 Salary Ranges Schedule;
- 3) Approve the addition of Regional Conservation Deputy Executive Director on range 67 (\$14,441 - \$19,495);
- 4) Approve the addition of Reserve Management/Monitoring Manager on range 53 (\$10,263 - \$13,855);
- 5) Approve the addition of two Senior Management Analysts - Management/Monitoring on range 43 (\$8,041 - \$10,855);
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- 17) Approve the addition of Deputy Clerk of the Board on range 32 (\$6,147 - \$8,298);
- 18) Approve the addition of Administrative Assistant on range 17 (\$4,264 - \$5,757); and
- 19) Approve and forward to the Commission budget adjustments of \$1.7 million and \$1.54 million to increase FY 2020/21 budgeted expenditures and revenues, respectively, related to salaries and benefits necessary to implement the Agreement.

**BACKGROUND INFORMATION:**

In August 2020, RCTC received a request from the RCA Executive Committee to consider serving as its managing agency. Currently, the RCA has a somewhat similar agreement with the County of Riverside (County). Through this existing agreement the County provides reimbursed staff services to RCA.

On August 12, 2020, the RCTC Executive Committee considered RCA's request and directed staff to conduct a 60-day due diligence effort to assess feasibility, identify concerns, and evaluate opportunities. A critical component of the due diligence period was the need to review the County's existing classification titles and salaries for RCA assigned staff in comparison to RCTC's existing classifications to determine organizational feasibility and impacts.

Koff & Associates, INC. (Koff) has been RCTC's consultant for previously completed classification and compensation studies, and it continues to demonstrate commitment to providing the Commission with the highest-quality product and service. During the due diligence period, Koff was assigned the responsibility of completing a comparative analysis of the current County classification titles, salaries, and reporting structure with RCTC's existing structure. The goal of the study was to identify similarities and differences in the duties, knowledge, skills, and abilities between the classifications of each agency using the whole job analysis and to make recommendations on placement of RCA-assigned County classifications in RCTC's classification and compensation structure.

In October, the Executive Committee unanimously directed staff to return to the Commission in November with a management services agreement and necessary budget adjustments to implement the transition to become RCA's management agency. As part of the discussion, it was recognized and agreed that RCTC and RCA would need to maintain a full staffing level to fulfill the workload associated with RCA responsibilities and maintain RCTC's high level of activity and excellence in delivering transportation projects.



The purpose of this staff report is to detail and provide accompanying position classifications and organization information to implement the necessary staffing changes and the related budget impact.

### ***Summary of Classification and Organization Study***

Based on the review of classification descriptions, organization charts, additional documentation, and discussions with appropriate RCTC staff, Koff recommended placement and alignment of each county classification to RCTC's current classification and compensation structure. A copy of Koff's report is attached. The report findings were considered in conjunction with RCTC's existing staff roles and responsibilities to create a new proposed organizational chart for RCTC. Not all existing county classifications directly align with RCTC's organizational structure, and, in some cases, corresponding RCTC positions are currently filled with existing employees. While all existing RCA-assigned County staff will be offered RCTC positions, they will not all be equivalent in classification and salary. A total of 15 positions will transition to RCTC; additional vacancies might be created if any of the current RCA employees choose to retire or reject an offer to join RCTC.

Since these recommendations are based on the review of documentation and not direct management knowledge of the positions, it is recommended that RCTC conduct an agency-wide classification study in the future after the initial transition stage based on management assessments with a focus on studying the organization more in depth. Any recommended changes to the organization or salary ranges will then be brought to the Executive Committee for review and approval.

It is expected that this initial organization could be in place for 6 months to 1 year and will require special assignment pay for a limited number of employees assuming significant additional transition responsibilities. This special assignment pay will be implemented by the Executive Director in accordance with RCTC's Personnel Policy and Procedures within approved budget authority. Such pay has been determined not to be reportable to CalPERS due to the nature of the compensation, and it will terminate upon approval of post-transition organization and salary ranges as discussed above.

In addition to the recommended aligned positions for existing RCA-assigned County staff, RCTC has determined four new positions will be necessary for workload management and continuance of service level -- specifically for the Finance and External Affairs departments. The classification study did not assess the impact of the transition on RCTC positions in terms of workload. Therefore, an internal staffing study was completed to assess if staffing levels were appropriate for the work required to be performed. While each agency has managed to continue to be successful with certain vacancies, once transitioned the filling of these vacant positions shall be a priority to properly meet the expectations of both boards. Furthermore, the transition of 15 positions to RCTC will most likely have an impact on current RCTC positions in terms of workload (i.e. staffing levels), as well as an impact to the scope and complexity of work, level of

responsibility, consequence of error, interaction with external and internal contacts, and other whole job factors.

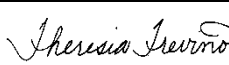
The existing RCTC organization chart is included in Attachment 1 and includes 54 positions. All but three of those positions are fully funded in the FY 2020/21 budget. A proposed organization chart is also included in Attachment 1 and contains 73 positions, of which 3 positions remain unfunded.

Drafts of the job descriptions for five new classifications being added to the organization are attached to this agenda item.

Staff requests approval of these five proposed classifications along with the revised organizational chart and salary range table. The Executive Committee has authority as designated by the Administrative Code for approval of the organization chart and classification designations. As such, the salary range chart and budget adjustment are the only items to be forwarded to the full Commission for approval.

**FISCAL IMPACT:**

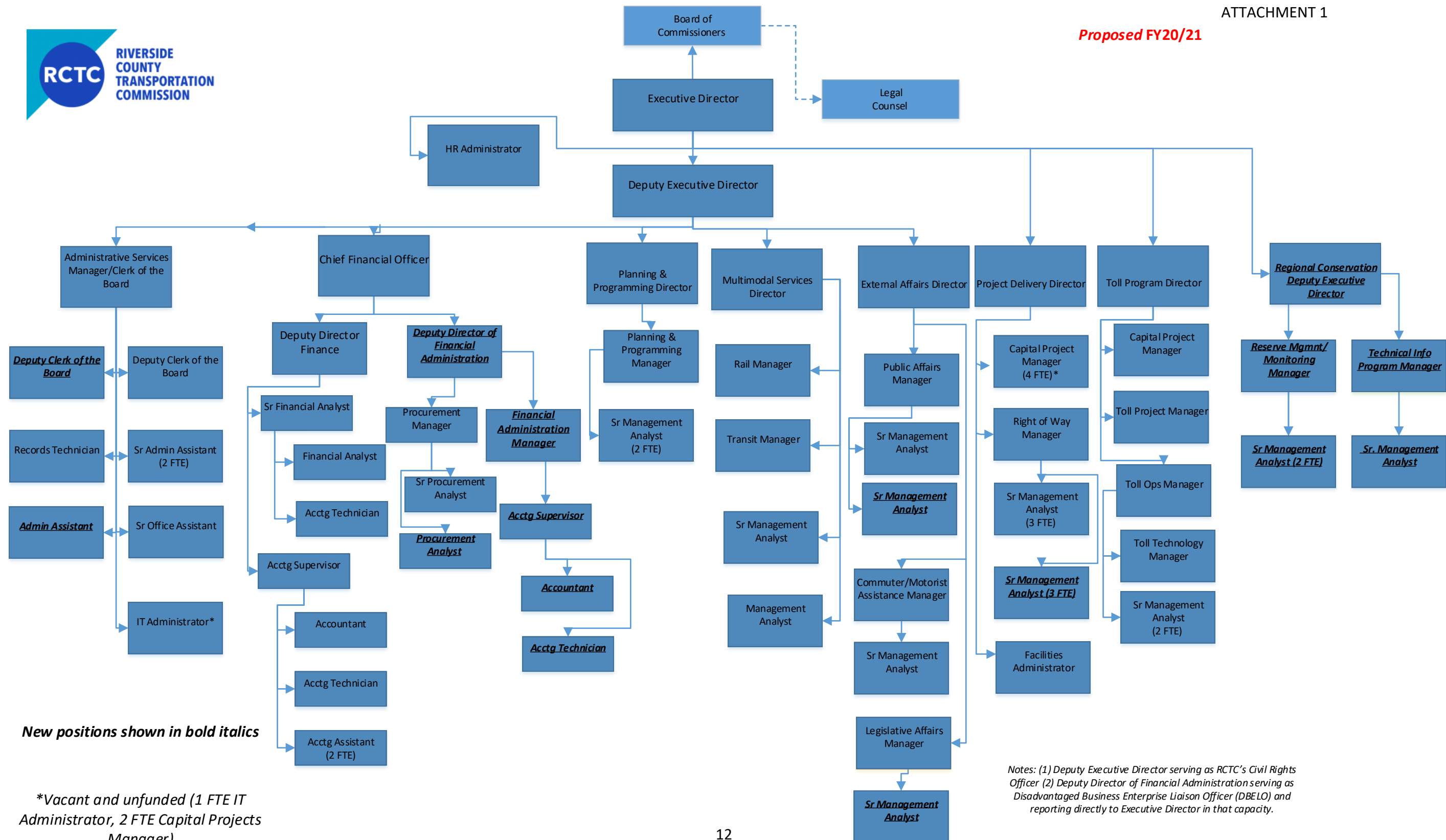
The estimated cost of salaries and benefits for the 19 new positions is \$1.6 million and special assignment pay is \$100,000, for a total cost of \$1.7 million. Staff projects that approximately \$1.54 million of the additional salaries and benefits cost will be reimbursed by RCA under the Agreement. Accordingly, staff recommends the Executive Committee approve and forward to the Commission budget adjustments of \$1.7 million and \$1.54 million to increase FY 2020/21 budgeted expenditures and revenues, respectively, related to salaries and benefits necessary to implement the Agreement.

Financial Information					
In Fiscal Year Budget:	No No	Year:	FY 2020/21	Amount:	\$1.54 million (revenues) \$1.7 million (expenditures)
Source of Funds:	Primarily RCA reimbursements (for its share of costs) and RCTC sources (such as Measure A, Local Transportation Fund, Transportation Uniform Mitigation Fees, Motorist Assistance and other for RCTC's share of new positions)			Budget Adjustment:	Yes Yes
GL/Project Accounting No.:	XXXXXX 416 41608 0000 XXX 67 41608			\$1,540,000 (revenues)	
	XXXXXX 60001 00000 0000 XXX 67 60001			\$1,540,000 (expenditures)	
	001001 60001 00000 0000 101 1X 60001			\$160,000 (expenditures)	
Fiscal Procedures Approved:				Date:	11/04/2020

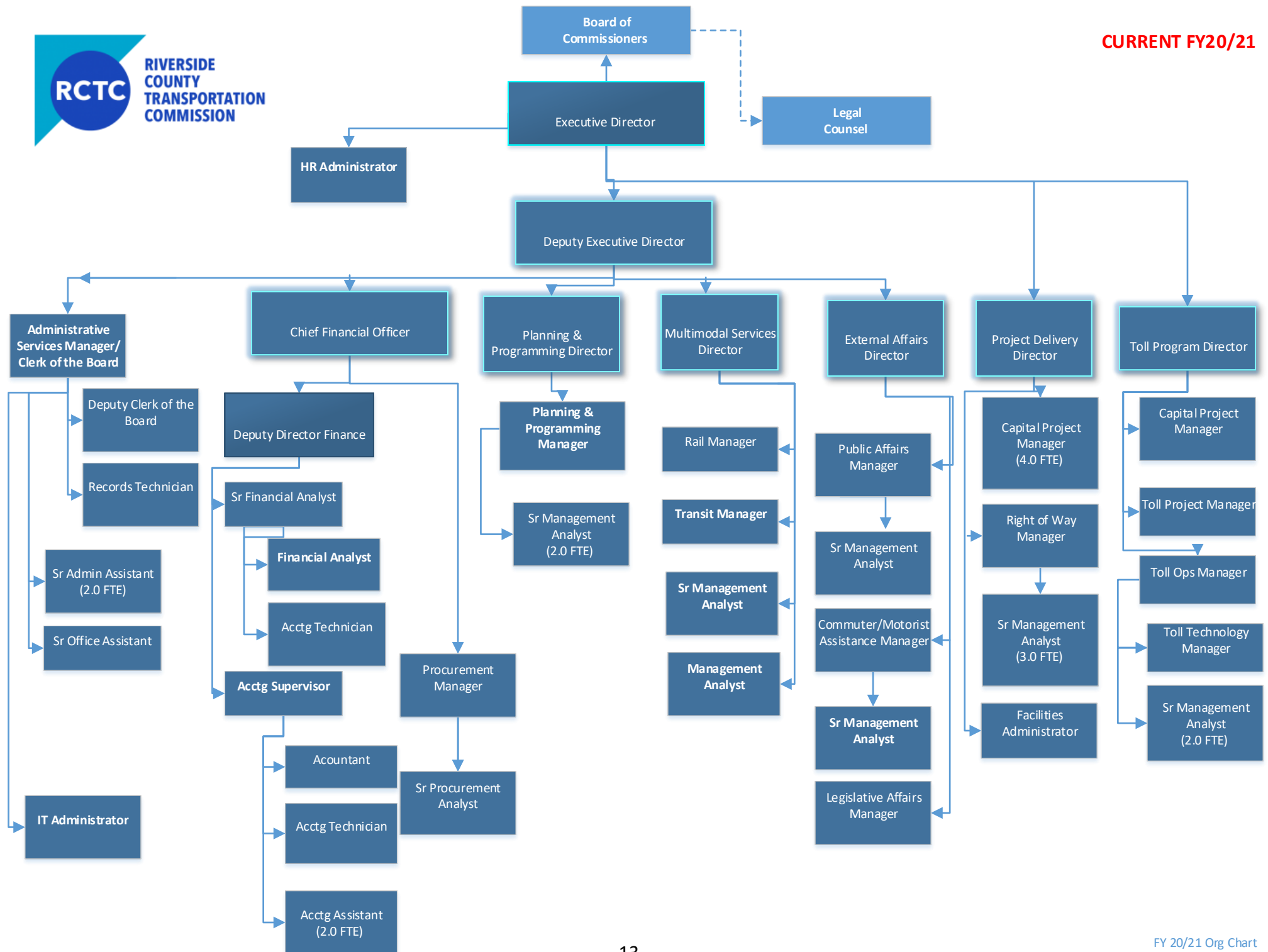
Attachments:

- 1) FY 2020/21 Proposed Organization Chart & FY 2020/21 Current Organization Chart
- 2) FY 2020/21 Proposed Salary Ranges Schedule
- 3) New Classification Job Description (Draft) for the Regional Conservation Deputy Executive Director
- 4) New Classification Job Description (Draft) for the Reserve Management/Monitoring Manager
- 5) New Classification Job Description (Draft) for the Technical Information Program Manager
- 6) New Classification Job Description (Draft) for the Deputy Director of Financial Administration
- 7) New Classification Job Description (Draft) for the Financial Administration Manager
- 8) Comparative Analysis of RCTC-RCA Classifications Submitted by Koff & Associates













<b>Riverside County Transportation Commission</b> <b>Salary Range by Class Title</b> <b>FY20/21 - Effective November 12, 2020</b>					
<b>Salary Range</b>	<b>Class Title</b>	<b>Rate Type</b>	<b>Range Minimum <sup>(1)</sup></b>	<b>Control Point <sup>(1)</sup></b>	<b>Range Maximum <sup>(1)</sup></b>
33	Accountant	Monthly	\$6,300	\$7,732	\$8,505
17	Accounting Assistant	Monthly	\$4,264	\$5,233	\$5,757
44	Accounting Supervisor	Monthly	\$8,237	\$10,109	\$11,120
25	Accounting Technician	Monthly	\$5,183	\$6,361	\$6,997
17	Administrative Assistant	Monthly	\$4,264	\$5,233	\$5,757
51	Administrative Services Manager/Clerk of the Board	Monthly	\$9,774	\$11,995	\$13,195
53	Capital Projects Manager	Monthly	\$10,263	\$12,595	\$13,855
67	Chief Financial Officer	Monthly	\$14,441	\$17,722	\$19,495
45	Clerk of the Board	Monthly	\$8,443	\$10,362	\$11,398
51	Commuter/Motorist Assistance Manager	Monthly	\$9,774	\$11,995	\$13,195
32	Deputy Clerk of the Board	Monthly	\$6,147	\$7,544	\$8,298
57	Deputy Director of Finance	Monthly	\$11,315	\$13,886	\$15,275
57	Deputy Director of Financial Administration	Monthly	\$11,315	\$13,886	\$15,275
75	Deputy Executive Director	Monthly	\$17,553	\$21,542	\$23,696
83	Executive Director	Monthly	\$21,335	\$26,184	\$28,803
63	External Affairs Director	Monthly	\$13,098	\$16,075	\$17,682
45	Facilities Administrator	Monthly	\$8,443	\$10,362	\$11,398
53	Financial Administration Manager	Monthly	\$10,263	\$12,595	\$13,855
35	Financial Analyst	Monthly	\$6,615	\$8,119	\$8,931
51	Goods Movement Manager	Monthly	\$9,774	\$11,995	\$13,195
45	Human Resources Administrator	Monthly	\$8,443	\$10,362	\$11,398
45	IT Administrator	Monthly	\$8,443	\$10,362	\$11,398
51	Legislative Affairs Manager	Monthly	\$9,774	\$11,995	\$13,195
35	Management Analyst	Monthly	\$6,615	\$8,119	\$8,931
63	Multimodal Services Director	Monthly	\$13,098	\$16,075	\$17,682
63	Planning and Programming Director	Monthly	\$13,098	\$16,075	\$17,682
51	Planning and Programming Manager	Monthly	\$9,774	\$11,995	\$13,195
36	Procurement Analyst	Monthly	\$6,777	\$8,317	\$9,149
53	Procurement Manager	Monthly	\$10,263	\$12,595	\$13,855
67	Project Delivery Director	Monthly	\$14,441	\$17,722	\$19,495
51	Public Affairs Manager	Monthly	\$9,774	\$11,995	\$13,195
51	Rail Manager	Monthly	\$9,774	\$11,995	\$13,195
17	Records Technician	Monthly	\$4,264	\$5,233	\$5,757
67	Regional Conservation Deputy Executive Director	Monthly	\$14,441	\$17,722	\$19,495
53	Reserve Management/Monitoring Manager	Monthly	\$10,263	\$12,595	\$13,855
53	Right of Way Manager	Monthly	\$10,263	\$12,595	\$13,855
25	Senior Administrative Assistant	Monthly	\$5,183	\$6,361	\$6,997
43	Senior Financial Analyst	Monthly	\$8,041	\$9,869	\$10,855
43	Senior Management Analyst	Monthly	\$8,041	\$9,869	\$10,855
13	Senior Office Assistant	Monthly	\$3,868	\$4,747	\$5,222
43	Senior Procurement Analyst	Monthly	\$8,041	\$9,869	\$10,855
45	Technical Information Program Manager	Monthly	\$8,443	\$10,362	\$11,398
63	Toll Operations Manager	Monthly	\$13,098	\$16,075	\$17,682
71	Toll Program Director	Monthly	\$15,921	\$19,539	\$21,493
65	Toll Project Manager	Monthly	\$13,753	\$16,879	\$18,566
53	Toll Technology Manager	Monthly	\$10,263	\$12,595	\$13,855
51	Transit Manager	Monthly	\$9,774	\$11,995	\$13,195

(1) Salary Ranges may be adjusted, as approved, by the Commission

Revised as of XX/XX/XXXX and adopted by the Commission as of XX/XX/XXXX





## **RIVERSIDE COUNTY TRANSPORTATION COMMISSION (RCTC)**

### **DEPUTY DIRECTOR OF FINANCIAL ADMINISTRATION**

#### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional and technical support related to procurement and contract administration programs, risk management, the processing of regional conservation program/project financial transactions, and preparing and reconciling financial and accounting records and reports related to regional conservation program/project budgeting, auditing, cost allocations, project accounting, and financial reporting; performs professional procurement administration work to ensure regulatory compliance with federal and state requirements; performs professional analytical, budgetary, and fiscal duties; administers current and long-term financial planning activities for regional conservation programs and projects; manages the effective use of assigned resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Chief Financial Officer in areas of expertise; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief Financial Officer with cross-functional direction from the Regional Conservation Deputy Executive Director. Exercises direct and general supervision over supervisory, professional, technical, and administrative support staff.

#### **CLASS CHARACTERISTICS**

This is a management classification that manages all financial administration activities. The incumbent organizes and oversees day-to-day procurement, contract administration, risk management, and regional conservation program financial processing, reporting, and record keeping activities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent is responsible for providing professional-level support to the Chief Financial Officer and Regional Conservation Deputy Executive Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work. This class is distinguished from the Chief Financial Officer in that the latter has overall responsibility for all functions of the Finance Department and for developing, implementing, and interpreting public policy.

#### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights 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.*

- Plans, manages, and participates in the operations and activities of regional conservation finance, budget, and accounting functions.
- Plans, manages, and participates in all procurement and contract administration functions.
- Plans, manages, and participates in all risk management functions.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within policy, appropriate service, and staffing levels; implements approved policies and procedures.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of financial administration, budget, and procurement and contract administration methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Chief Financial Officer.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Chief Financial Officer.
- Manages and participates in all activities related to regional conservation accounting and finance programs, including accounts payable, accounts/grants receivable, collecting mitigation fees and preparing fee reports, costs allocations, and project accounting; ensures appropriate internal controls are in place.
- Manages and participates in all activities related to procurement and contract administration including procurement planning and contract renewals in accordance with Commission policies and federal and state regulations; ensures appropriate internal controls are in place.
- Manages and participates in all activities related to risk management including annual assessment of risk management requirements and procurement of related policies.
- Prepares and analyzes a variety of complex financial administration reports; assists in the preparation of new-year, mid-year, year-end, quarterly, and special reports, including the regional conservation program annual and quarterly financial statements.
- Prepares the annual budget for regional conservation programs/projects; provides financial forecasting and planning; develops and provides budget to Chief Financial Officer for final review and approval; tracks the adopted budget and coordinates and prepares mid-year budget adjustments.
- Assists in managing the annual audit including single audit and other audits associated with the regional conservation programs/projects; provides expert assistance and information to outside auditors during annual and mid-year audits, including answering questions, updating auditor system understanding forms, gathering data, and compiling reports; disseminates audited financial statements to federal, state, and local agencies as requested.
- Assists in managing audits associated with procurement and contract administration; provides expert assistance and information to auditors, including answering questions, gathering data, and compiling reports.
- Directs the maintenance and reconciliation of a variety of ledgers, reports, and accounting records related to the regional conservation program; reviews and approves journal entries to post transactions to accounting records.
- Provides highly complex analytical, budgetary, and financial administration assistance to the Chief Financial Officer; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; may present reports to various committees and Commission.
- In the absence of Chief Financial Officer, provides assistance and guidance to staff and other departments related to financial administration issues, including but not limited to procurement and financial

administration, risk management, and regional conservation program/projects; assists Chief Financial Officer with review of various financial administration documents, such as agenda items and risk management policies.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of public agency financial administration, budget, and procurement; research emerging products and enhancements and their applicability to RCTC/RCA needs.
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and report findings and takes necessary corrective action.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, financial administration, and procurement program development, implementation, and evaluation, and project management.
- Principles and practices of public agency procurement, risk management, budget, and accounting functions, including auditing, project accounting, revenues and disbursements, financial statements, purchasing, contract administration, and related functions.
- Principles and practices of sound financial administration management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of financial administration programs and operational needs of the assigned department.
- Recent and on-going developments, current literature, and sources of information related to the financial administration operations.
- 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/RCA in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organization.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RCTC staff.

### **Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex programs and projects, on-time and within budget.
- Effectively operate in a matrix-style organization.
- Plan, organize, assign, review, and evaluate the work of staff, train staff in work procedures.

- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and RCTC/RCA 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 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, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field and seven (7) years of increasingly responsible professional public administration and procurement and contract administration and management experience, including three (3) years of supervisory experience.

#### **Licenses and Certifications:**

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

#### **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 procedures and requesting and providing information.

EFFECTIVE: November 12, 2020

REVISED:

FLSA: Exempt

PAY RANGE: (57) \$11,315 - \$15,275 per month







## **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

### **RESERVE MANAGEMENT/MONITORING MANAGER**

#### **DEFINITION**

Under general supervision, plans, organizes, oversees, coordinates, and reviews the work of staff performing complex and professional analysis and implementation of the Western Riverside County Multiple Species Habitat Conservation Plan (MSHCP) and programs; provides technical and policy direction to staff, management, consultants, contractors, and the Regional Conservation Authority Board of Directors pertaining to MSHCP implementation; provides highly complex and responsible support to the Regional Conservation Deputy Executive Director in areas of expertise; performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Regional Conservation Deputy Executive Director. Exercises direct and general supervision over professional, technical, and administrative support staff.

#### **CLASS CHARACTERISTICS**

This is a program management classification that manages all activities related to MSHCP implementation. The incumbent organizes and oversees day-to-day development and management of MSHCP programs and activities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent is responsible for providing professional-level support to the Regional Conservation Deputy Executive Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work. This class is distinguished from the Regional Conservation Deputy Executive Director in that the latter has responsibility for assisting in the management of all functions of RCA.

#### **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.*

- Plans, organizes, and oversees the management and monitoring of all aspects of MSHCP including obtaining rights of entry, monitoring funding sources available for reserve management and monitoring, preparing budgets, and coordinating regional conservation space utilization; coordinates and participates in resolving MSHCP implementation issues.
- Drafts and updates policies and procedures relating to the implementation and administration of the MSHCP in keeping with federal, state, and local laws and regulations; gathers comments relating from stakeholders, state and federal agencies, and other interested parties, incorporating them into final drafts for the approval of the Regional Conservation Deputy Executive Director.

- Assists the Regional Conservation Deputy Executive Director in developing strategies for reserve management and monitoring and use of reserves; gathers data, conducts analytical evaluations, and drafts recommendations for the development of long-range planning such as expansion and growth forecasting.
- Directs and guides the management and monitoring of the regional conservation reserve; directs the establishment of systems for maintaining all property and facility space utilization inventories; coordinates and administers use of reserve lands.
- Performs Joint Project Review and makes findings with regard to MSHCP consistency or inconsistency.
- Strategizes and makes recommendations to bring projects into compliance with the MSHCP.
- Prepares, analyzes, and evaluates a variety of legal, regulatory, and conservation reports, contracts, and other agreements as required for interested parties; directs, coordinates, analyzes, and evaluates regional conservation mapping activities with geographic information systems (GIS) and related technical staff; distributes regional conservation maps upon approval of the Regional Conservation Deputy Executive Director.
- Resolves politically sensitive issues relating to activities of the MSHCP and regional conservation programs; negotiates with real property owners and developers regarding acquisition and rights-of-way/easements; acts as liaison with public and private agencies; provides technical advice, information, and materials relating to real property for use by legal counsel in court actions.
- Plans, organizes, and manages projects to promote timely use of funds and adherence to program guidelines, including federal regulations.
- Attends and makes presentations to the RCA Board, the RCTC Commission, committees, joint power authorities, other governmental agencies, and at staff meetings; provides assistance and input at various regional, state, and local public meetings in order to address regional conservation and MSHCP issues.
- Researches and responds to inquiries and requests in support of public inquiries and of senior management staff relating to regional conservation and MSHCP issues.
- Participates in the development and implementation of regional conservation and MSHCP goals, objectives, policies, and priorities; recommends within policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Regional Conservation Deputy Executive Director.
- Oversees the development of consultant requests for proposals and qualifications for professional services; evaluates proposals and recommends project award; negotiates consultant contract scope, schedule, and cost, and recommends approval of contracts; develops and reviews contract terms and amendments; ensures contractor compliance with established standards and specifications and time and budget estimates; reviews and updates deliverables; coordinates and reviews contract billings; analyzes and resolves complex problems that may arise.
- Interprets and applies federal and state guidelines to ensure compliance with program standards and intergovernmental funding requirements, including updates to the MSHCP.
- Manages, coordinates, and completes other special projects as assigned.
- Performs other duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices related to the development, analysis, and evaluation of regional conservation programs and operational needs of the assigned programs.

- Methods and procedures for conducting field studies and obtaining research data.
- The natural history, conservation, preservation, wildlife habitat, and endangered species of Riverside County.
- Techniques and procedures of creating, modifying, and interpreting GIS maps.
- Principles and practices of budget development and administration, contract administration, and sound financial management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures governing regional conservation programs, including the California Environmental Quality Act and National Environmental Policy Act.
- Recent and on-going developments, current literature, and sources of information related to the implementation of assigned programs.
- 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 RCA and 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:**

- Manage MSHCP and related regional conservation activities and special projects involving participation by diverse and varied interests.
- Gather and compile facts and statistics in order to evaluate program effectiveness and forecasting.
- Negotiate with real property owners and developers regarding acquisition and rights-of-way/easements.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the RCA 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 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, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to Bachelor's degree in biological sciences, ecology, natural resource management/analysis, environmental studies, or a closely related field and seven (7) years of professional experience in natural resource management, wildlife management, biological research, ecology, or habitat restoration.

**Licenses and Certifications:**

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

**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.

EFFECTIVE: November 12, 2020

REVISED:

FLSA: Exempt

PAY RANGE: (53) \$10,263 - \$13,855 per month



## **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

### **TECHNICAL INFORMATION PROGRAM MANAGER**

#### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and supervises information technology (IT) and geographic information system (GIS) programs and operations as it relates to the regional conservation program; coordinates IT and GIS activities with regional conservation permittees, contractors, and outside agencies; provides highly complex and responsible support to the Regional Conservation Deputy Executive Director in areas of expertise; performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Regional Conservation Deputy Executive Director. Exercises direct and general supervision over professional, technical, and administrative support staff.

#### **CLASS CHARACTERISTICS**

This is a program management classification that manages all activities related to the regional conservation program administration of IT and GIS programs and operations. The incumbent organizes and oversees administration of IT and GIS service contracts, as well as the day-to-day supervision of staff responsible for the operation and maintenance of IT and GIS databases and systems as it relates to the regional conservation program. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent is responsible for providing professional-level support to the Regional Conservation Deputy Executive Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work. This class is distinguished from the Regional Conservation Deputy Executive Director in that the latter has responsibility for assisting in the management of all functions of the Regional Conservation Authority (RCA).

#### **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.*

- Plans, organizes, manages, and administers all IT and GIS programs and operations of RCA in accordance with contract agreements and agency policies and procedures.
- Directs and manages the evaluation, selection, and procurement of hardware and operating systems software; reviews and evaluates application software packages recommended by contractors and consultants; researches, evaluates, recommends, and implements technical products available on the market to facilitate IT and GIS enhancements to meet regional conservation requirements.

- Oversees within the regional conservation program the development of consultant requests for proposals and qualifications for professional services; evaluates proposals and recommends project award; negotiates consultant contract scope, schedule, and cost, and recommends approval of contracts; develops and reviews contract terms and amendments; reviews and updates deliverables; coordinates and reviews contract billings; analyzes and resolves complex problems that may arise.
- Ensures contractors maintain systems and applications related to baseline service needs in accordance with contractual provisions and compliance with RCTC standards and specifications.
- Serves as a liaison with regulatory or judicial and regulatory agencies, such as the federal and superior courts, United States Department of Fish and Wildlife Services, and the California Department of Fish and Wildlife, contractors, consultants, permittees, and IT and GIS users regarding regional conservation matters.
- Promotes regional conservation programs and efforts through creation, enhancement, and maintenance of the RCA website and other media.
- Participates in the development and implementation of goals, objectives, policies, and priorities for IT and GIS programs and services as it relates to the regional conservation program; recommends within policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Regional Conservation Deputy Executive Director.
- Participates in the development and administration of the program's annual budget; monitors and approves expenditures; directs and implements adjustments as necessary.
- Develops, maintains, and reviews staff reports and other relevant documents related to regional conservation IT and GIS programs and activities.
- Develops Annual Report, including collection, compilation, and computation of data from Member Agencies;
- Performs rough step analysis and tracks habitat gains and losses;
- Attends and may make presentations to the RCA Board, the RCTC Commission, committees, joint power authorities, other governmental agencies, and at staff meetings.
- Researches and responds to inquiries and requests in support of public inquiries and of senior management staff relating to IT and GIS issues.
- Manages, coordinates, and completes other special projects as assigned.
- Performs other duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and procedures as applied to the development, analysis, and evaluation of IT and GIS programs and operational needs of the assigned programs.
- GIS concepts and analytical techniques, including computerized mapping and digital data conversion, manipulation, and analysis.
- Technology, hardware and software, and platforms related to GIS systems
- Operational characteristics of a diverse range of IT systems, applications, and tools.
- Operational relationships between operating systems, relational databases, and components of information technology infrastructure.
- Basic principles of surveying.

- Principles and practices of budget development and administration, contract administration, and sound financial management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures related to area of responsibility.
- Recent and ongoing developments, current literature, and sources of information related to the implementation of assigned programs.
- 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 RCA and 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:**

- Manage and monitor IT and GIS service contracts and ensure contract services are provided in accordance with contractual provisions and compliance with RCTC standards and specifications.
- Perform analyses of IT and GIS informational requirements and needs; identify, evaluate, and solve IT and GIS problems; recommend, design, and implement new, enhanced, or modified tools and applications.
- Work collaboratively with contractors and staff to identify and implement IT and GIS technology solutions for business process improvements and efficiencies.
- Participate in IT and GIS database and systems development, installation, and conversion projects.
- Identify, research, and recommend cost-effective information technology solutions.
- Prepare clear and concise technical documentation, user procedures, and other written materials.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Analyze, interpret, summarize and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the RCA 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 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, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to Bachelor's degree in computer science, information systems, geographic information systems, land surveying, geography, cartography, public or business administration, or a closely related field and seven (7) years of professional experience in IT or GIS project/program management, including leading and/or coordinating systems analysis, applications programming, and/or network or database administration.

**Licenses and Certifications:**

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

**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.

EFFECTIVE: November 12, 2020

REVISED:

FLSA: Exempt

PAY RANGE: (45) \$8,443 - \$11,398 per month





## **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

### **REGIONAL CONSERVATION DEPUTY EXECUTIVE DIRECTOR**

#### **DEFINITION**

Under administrative and general policy direction, provides highly responsible and complex management assistance to the Executive Director, Riverside County Transportation Commission (RCTC) Commission, and RCA Board of Directors in coordinating and directing Regional Conservation Authority (RCA) activities and operations; assists the Executive Director in executing the long-term vision for RCA in collaboration with the RCTC Commission, RCA Board of Directors, management, and staff; provides leadership to RCA to enable management to effectively and efficiently maximize available resources; fosters cooperative working relationships among RCA and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Executive Director in areas of expertise; performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative and general policy direction from the Executive Director. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

#### **CLASS CHARACTERISTICS**

This executive management classification oversees, directs, and participates in all activities of RCA's operations, including short- and long-term planning, policy development and administration, and enforcing policies and procedures. The incumbent regularly interacts with the Executive Director, RCTC Commission, RCA Board of Directors, management, and staff in obtaining and coordinating programs, projects, and information. Successful performance of the work requires knowledge of public policy and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating activities between RCA and RCTC and managing and overseeing complex and varied conservation programs, projects, and activities. The incumbent is accountable for accomplishing RCA-wide planning and operational goals and objectives within general policy guidelines.

#### **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.*

- Assists the Executive Director in planning, organizing, and directing the services and activities of RCA programs and projects; manages various regional conservation programs and projects through lower-level management staff.
- Implements directives and policies from the Executive Director; provides guidance and direction to program managers to coordinate and direct regional conservation programs and projects; ensures the successful completion of programs and projects.
- Contributes to the overall quality of RCA's service provision by developing, reviewing, and implementing policies and procedures to meet legal requirements and RCA's needs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; provides leadership in the operation of a matrix-style organization; directs the implementation of change and ensures effectively and timely organization-wide communication programs are implemented.
- Manages and participates in the development and administration of assigned budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Assists in directing the short- and long-term range planning process for RCA including administering and implementing the Western Riverside County Multiple Species Habitat Conservation Plan (MSHCP); establishes program objectives and directs program managers in achievement of strategic priorities.
- Prepares MSHCP users' manual; oversees data management of the MSHCP geographic information system, monitoring program, and reserve managers' activities on conservation area lands.
- Negotiates and executes cooperative contracts and agreements with outside agencies and private parties; ensures compliance with all requirements imposed on RCA under agreements and contracts executed with federal, state, and local agencies.
- Confers regularly with regional conservation members on assignments and conservation projects.
- Monitors the Joint Project/Acquisition Review Process; forms the Reserve Management Oversight Committee; reports discrepancies between reported land development and fee remittances to individual jurisdictions; selects and oversees independent Science Advisors.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Represents RCA and RCTC at various regional conservation meetings with federal and state agencies, member agencies, consultants, contractors, interest groups, and the general public, and at public information workshops.
- Serves as the primary media contact for RCA; determines and advises on public outreach messaging strategies.
- Reviews and approves monthly agenda items prepared by program staff and consultant staff.
- Reviews the performance of key management positions, as directed by the Executive Director.
- Participates on the Executive Management Team providing input on implementation of the goals, policies, and directives of the RCA Board of Directors and RCTC Commission; provides input on project and program issues, policy, and strategic direction.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Executive Director.
- Serves as primary contact for RCTC Commissioners and RCA Board of Directors regarding RCA matters.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.

- Participates on and makes presentations to the RCA Board, RCTC Commission, and a variety of boards and committees; represents RCA and RCTC on various intergovernmental committees, task forces, and commissions pertaining to agency management and assigned program matters; attends and participates in professional group meetings.
- Monitors changes in laws, regulations, innovations, and technology that may affect RCA programs and projects; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, providing leadership within a matrix-style organization either directly or through subordinate levels of supervision.
- Public agency budgetary, contract administration, and agency-wide administrative practices related to the functions of the assigned area.
- Business strategies associated with the successful operation of revenue-generating programs.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles, practices, and techniques used in the conduct of an effective regional conservation programs, including program planning processes, land use and environmental review, funding requirements, and contract management.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Technical, legal, financial, and public relations issues associated with the management of RCA programs.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; 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 RCA and RCTC in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and staff.

### **Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for RCA and assigned program areas.

- Work cooperatively with, provide staff support to, and implement the policies of the RCTC Executive Director and Commission.
- Provide leadership and direction for RCA programs and effectively lead and manage within a matrix-style organization.
- Prepare and administer large and complex budgets; allocate resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and office support staff; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of regional conservation programs and administrative activities.
- Conduct effective negotiations and effectively represent RCA and RCTC in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- 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 office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

A Bachelor's degree in public administration, business administration, environmental science, engineering, planning, or a closely related field and ten (10) years of broad and progressively responsible administrative and/or management experience in regional conservation program planning, development, and implementation.

**Licenses and Certifications:**

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

**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 RCA/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.

EFFECTIVE: November 12, 2020

REVISED:

FLSA: Exempt

PAY RANGE: (67) \$14,441 - \$19,495 per month





## RIVERSIDE COUNTY TRANSPORTATION COMMISSION

### FINANCIAL ADMINISTRATION MANAGER

#### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing complex professional and technical support related to accounting, budget, finance, and financial reporting related to the regional conservation program; ensures adherence to financial and accounting, standards, policy, and procedural requirements; provides highly complex and responsible support to the Deputy Director of Financial Administration in areas of expertise; performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Deputy Director of Financial Administration with cross-functional direction from the Regional Conservation Deputy Executive Director. Exercises direct and general supervision over professional, technical, and administrative support staff.

#### **CLASS CHARACTERISTICS**

This is a management classification that manages all activities related to the regional conservation accounting and finance program. The incumbent organizes and oversees day-to-day operations, program analyses and management, and reporting activities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent is responsible for providing professional-level support to the Deputy Director of Finance Administration and Regional Conservation Deputy Executive Director in a variety of areas. Successful performance of the work requires an extensive professional background. This class is distinguished from the Deputy Director of Finance Administration in that the latter has full management authority in planning, organizing, and directing the full scope of financial administration functions including procurement and contract administration, risk management, and regional conservation program.

#### **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.*

- Plans, oversees, and participates in the daily functions, operations, and activities of the regional conservation finance and accounting programs.
- Participates in the development and implementation of goals, objectives, procedures, and priorities for regional conservation finance and accounting programs; recommends within policy, appropriate service, and staffing levels; implements policies and procedures.
- Participates in the development, administration, and oversight of regional conservation program budgets.

- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of programs, service delivery methods, and procedures; identifies opportunities for improvement and makes recommendations to the Deputy Director of Financial Administration.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Deputy Director of Financial Administration.
- Manages and coordinates all activities related to regional conservation accounting, budget, and finance programs, including general ledger, accounts payable, accounts/grants receivable, Multi-Species Habitat Conservation Plan (MSHCP) fee collections, audits, budgeting, capital assets, cost allocations, project accounting, financial analysis and reporting, and bank reconciliation; prepares written justification for budget proposals and recommends actions to balance the budget; authorizes payment vouchers, requisitions, and a variety of fiscal reports and expenditures; assists with audits; ensures appropriate internal controls are in place.
- Manages and coordinates the preparation and analysis of a variety of regional conservation accounting, budgetary, and financial reports, statements, and schedules; prepares the new-year, mid-year, year-end, quarterly, and special reports, including financial statements, budget, and MSHCP fee reports.
- Provides highly complex staff assistance to the Deputy Director of Financial Administration; develops and reviews staff reports, and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Provides highly complex staff assistance to the Regional Conservation Deputy Executive Director in administrative policy, control, implementation, and strategy for the regional conservation program/projects.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of finance, accounting, and financial administration; research emerging products and enhancements and their applicability to RCTC/RCA needs.
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, accounting and finance program development, implementation, and evaluation and project management.
- Principles and practices of public agency finance, including general and governmental accounting, auditing, and reporting and budget programs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to the accounting and finance programs and financial administration operations.



- 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/RCA 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:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor program and projects, on-time and within budget.
- Effectively operate in a matrix-style organization.
- Plan, organize, assign, review, and evaluate the work of staff, train staff in work procedures.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and RCTC/RCA 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 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, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field and five (5) years of increasingly responsible professional public accounting, financial, and/or budget program management.

**Licenses and Certifications:**

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

### **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/RCA 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/RCA policies and requesting and providing information.

EFFECTIVE: November 12, 2020

REVISED:

FLSA: Exempt

PAY RANGE: (53) \$10,263 - \$13,855 per month



Submittal date: 09/04/20

# REPORT OF THE COMPARATIVE ANALYSIS OF RCTC- RCA CLASSIFICATIONS

**Riverside County Transportation Commission**

Submitted By:

**Koff & Associates**

**Georg Krammer**

Chief Executive Officer

2835 7<sup>th</sup> Street

Berkeley, CA 94710

[www.KoffAssociates.com](http://www.KoffAssociates.com)

[gkrammer@koffassociates.com](mailto:gkrammer@koffassociates.com)

Tel: 510.658.5633

Fax: 510.652.5633



### OVERVIEW

In July 2020, Riverside County Transportation Commission (“RCTC”) contacted Koff & Associates (“K&A”) to conduct a comparative analysis of their classifications and Western Riverside County Regional Conservation Authority (“RCA”) classifications. The goal of the study was to identify similarities and differences in the duties, knowledge, skills, and abilities between the classifications of each agency using the whole job analysis; and to make recommendations on placement of RCA’s classifications in RCTC’s classification and compensation structures.

### STUDY PROCESS

The classification study procedures were as follows:

- A meeting was held with RCTC to clarify study scope, objectives, processes, and deliverables, as well as to gather information including copies of RCTC and RCA’s classification descriptions, organization charts, and current salary ranges.
- Consultant staff reviewed and analyzed the documentation.
- Following the analysis of the information, the results of the comparison was developed.

### DATA AND ANALYSIS

The classifications were compared based on several factors including:

- Definition and typical job functions;
- Distinguishing characteristics; level within a class series (i.e. entry, journey, advanced journey, supervisory, manager, department head, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action;
- The responsibility for the work of others, project/program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization); and
- Consequences of action and decisions.

The following table summarizes the comparison between the classifications. A detailed table can be found in Appendix I.



## Comparative Analysis of RCTC-RCA Classifications

Riverside County Transportation Commission

Table 1. Summary of RCTC and RCA Classifications

Classification	Agency	Class Summary	Education	Experience	Accountable To	FLSA
Executive Director	RCA	Director	Bachelor's degree	6 years of public sector management experience, including 3 years at an executive management level	Board of Directors	Exempt
Deputy Executive Director	RCTC	Executive Management	Bachelor's degree	10 years of broad and progressively responsible professional administrative and supervisory experience in planning and program management	Executive Director	Exempt
Toll Program Director	RCTC	Executive Management	Bachelor's degree	10 years of extensive and progressively responsible experience in transportation project development, delivery, and program/project management is required, with at least 4 years in a management capacity	Executive Director	Exempt



## Comparative Analysis of RCTC-RCA Classifications

Riverside County Transportation Commission

Classification	Agency	Class Summary	Education	Experience	Accountable To	FLSA
<b>Deputy Executive Director</b>	RCA	Deputy Director	Bachelor's degree	Substantial experience in administrative analysis, budget analysis, or the development of financing programs, includes program management across multiple jurisdictions, departments, or similarly organized administrative structures is preferred. Qualifying experience may substitute for the required education on the basis of one year of full-time experience equaling 30 semesters of 45 quarter units of the required education	Executive Director	Exempt
<b>Multimodal Services Director</b>	RCTC	Executive Management	Bachelor's degree	10 years of broad and progressively responsible experience in transportation project development, delivery, and program/project management, with at least 6 years of supervisory experience	Deputy Executive Director	Exempt
<b>Planning and Program Director</b>	RCTC	Executive Management	Bachelor's degree	10 years of extensive and progressively responsible experience in transportation project development, delivery, and program/project management is required, with at least 4 years in a management capacity	Deputy Executive Director	Exempt
<b>External Affairs Director</b>	RCTC	Executive Management	Bachelor's degree	10 years of professional experience in legislative research, analysis, evaluation, and advocacy at the state and/or federal level or a related field, including at 6 years in a management capacity	Deputy Executive Director	Exempt



## Comparative Analysis of RCTC-RCA Classifications

Riverside County Transportation Commission

Classification	Agency	Class Summary	Education	Experience	Accountable To	FLSA
<b>Director of Administrative Services</b>	RCA	Professional level administrative support	Bachelor's degree	Substantial experience which must include at least two of the following functions: *Gathering and compiling facts and statistics in order to evaluate program effectiveness; recommending program revisions; preparing and reviewing program grant and funding requests; preparing and maintaining a program budget. *Maintaining and controlling the fiscal recordkeeping functions and systems in a department, division, unit, or company accounting function; preparing and verifying a variety of accounting, statistical, and narrative reports. *Coordinating and conducting studies of administrative and operational activities, including fiscal operations, budget preparation and control, equipment usage, staffing patterns, workflow and space utilization.	Executive Director	Exempt
<b>Non-Comparable</b>	RCTC					



## Comparative Analysis of RCTC-RCA Classifications

Riverside County Transportation Commission

Classification	Agency	Class Summary	Education	Experience	Accountable To	FLSA
<b>Administrative Manager (Board Services)</b>	RCA	Journey level Manager	Associate or Bachelor's degree	3 years of administrative management experience, which must have included responsibility for development of organizational policies and procedures, or researching and conducting complex analysis of legislation and government policy	Director of Administrative Services	Exempt
<b>Administrative Manager-Clerk of the Board</b>	RCTC	Management and Administrative duties	Bachelor's degree	5 years of broad and increasingly responsible experience in administrative services, contracts administration, records management, or related areas	Deputy Executive Director	Exempt
<b>Deputy Clerk of the Board</b>	RCTC	Variety of complex administrative, clerical, organizational, and office support duties	Equivalent to the completion of the twelfth (12th) grade	5 years of varied administrative support experience involving the use of computerized information systems and office technology products	Administrative Manager – Clerk of the Board	Non-Exempt
<b>Administrative Manager (Fiscal)</b>	RCA	Journey level Manager	Associate or Bachelor's degree	3 years of administrative management experience, which must have included responsibility for financial planning and analysis, budget, grant and contract development and administration, development of organizational policies and procedures, or researching and conducting complex analysis of legislation and government policy	Director of Administrative Services	Exempt
<b>Accounting Supervisor</b>	RCTC	Full supervisory level	Associate degree	5 or more years of increasingly responsible technical accounting experience, preferably in municipal accounting	Deputy Director of Finance	Exempt





## Comparative Analysis of RCTC-RCA Classifications

Riverside County Transportation Commission

Classification	Agency	Class Summary	Education	Experience	Accountable To	FLSA
<b>Chief of Technical Information</b>	RCA	Advanced Journey level Manager	Bachelor's degree	4 years of progressively responsible experience in an administrative or staff capacity with responsibility for planning, organizing, and implementing I T and/or GIS programs and projects, including leading and/or coordinating staff performing systems analysis, applications programming, and/or network or database administration	Director of Administrative Services	Exempt
<b>IT Administrator</b>	RCTC	Diverse, specialized technical work	Bachelor's degree	At least 5 years of progressively responsible IT project management, computer systems operation, programming and/or systems analysis experience	Administrative Services Manager-Clerk of the Board	Exempt
<b>GIS/IT Database Manager</b>	RCA	Advanced level Manager	Bachelor's degree	4 years of successful journey-level, GIS or IT job-related experience with 2 of those years, including supervisory or lead duties, over staff engaged in technically advanced GIS or IT-related work	Chief Technical Operation	Exempt
<b>Senior Management Analyst-Toll Program</b>	RCTC	Advanced Journey level	Bachelor's degree	Minimum of 5 years of professional experience involving complex principles and practices of systems, operations or project development and knowledge of complex analytical principles	Toll Operations Manager	Exempt



## Comparative Analysis of RCTC-RCA Classifications

Riverside County Transportation Commission

Classification	Agency	Class Summary	Education	Experience	Accountable To	FLSA
<b>Supervising Accountant (C)</b>	RCA	Supervisory	Bachelor's degree or CPA or Certified Internal Auditor	<p>OPTION I-2 years as a professional accountant or auditor equivalent to a County of Riverside Accountant II performing the full range of journey level accounting or auditing assignments.</p> <p>OPTION II-2 years as a professional accountant or auditor equivalent to a County of Riverside Accountant II performing the full range of journey level accounting or auditing assignments.</p> <p>OPTION III-1-year equivalent to a County of Riverside Senior Accountant which included acting in a lead capacity over accounting and clerical staff performing complex technical accounting or auditing work.</p>	Administrative Manager (Fiscal)	Exempt
<b>Accountant</b>	RCTC	Journey-Level Professional	Bachelor's degree	3 years of responsible professional accounting experience, preferably in the public sector. Additional experience can substitute for the required education on a year-for-year basis.	Accounting Supervisor	Exempt



## Comparative Analysis of RCTC-RCA Classifications

Riverside County Transportation Commission

Classification	Agency	Class Summary	Education	Experience	Accountable To	FLSA
Accounting Technician II	RCA	Paraprofessional accounting work	See Experience Requirements	<p>1 year as an Accounting Technician I or Supervising Accounting Assistant with the County of Riverside or an equivalent position OR 4 years of experience in the maintenance and review of fiscal, financial or statistical records including 1 year in the reconciliation of accounts (experience in reconciling governmental budget accounts is preferred). 1 year of the required non-specialized experience may be substituted as follows:</p> <ul style="list-style-type: none"><li>1 year of the required non-specialized experience may be substituted with the completion of 12 semester or 18 quarter units in accounting from an accredited college or university.</li><li>All required experience may be substituted with a Bachelor of Arts/Science degree in Business Administration with an emphasis in Accounting from an accredited college or university.</li></ul>	Supervising Accountant	Non-Exempt
Accounting Technician (General)	RCTC	Advanced Journey level	Completion of 12th grade	5 years of general accounting experience, preferably in municipal accounting	Accounting Supervisor	Non-Exempt



## Comparative Analysis of RCTC-RCA Classifications

Riverside County Transportation Commission

Classification	Agency	Class Summary	Education	Experience	Accountable To	FLSA
Secretary II	RCA	Secretarial and complex clerical	See Experience Requirements	<p>1 year as Secretary I with Riverside County OR</p> <p>3 years of stenographic or increasingly responsible, broad and varied clerical experience, 1 year of which must have been in a secretarial or stenographic capacity performing a wide range of complex clerical or stenographic duties.</p> <p>Substitution: Completion of 18 semester or 27 quarter units from a recognized college or 360 hours of training from a recognized occupational training program in secretarial sciences, office practices, business education, or a closely related field may be substituted for 1 year of nonspecialized clerical experience</p>	Administrative Manager (Board Manager)	Non-Exempt
Administrative Assistant	RCTC	Administrative support	Completion of 12th grade	3 years of office support and public contact experience	Office and Board Services Manager	Non-Exempt



## Comparative Analysis of RCTC-RCA Classifications

Riverside County Transportation Commission

Classification	Agency	Class Summary	Education	Experience	Accountable To	FLSA
Director of Land Acquisition	RCA	Assistant Director level	Bachelor's degree	Gathering and compiling facts and statistics in order to evaluate program effectiveness and forecasting; preparing and reviewing contractual and regulatory documents; composing and maintaining complex program records and systems applications; coordinating and conducting program activities, including personal negotiation with real property owners and developers regarding acquisition and rights-of-way/easements; in effective and efficient land acquisition and utilization in Riverside County	Deputy Executive Director	Exempt
Right of Way Manager	RCTC	Program management	Bachelor's degree	7 years of professional experience in ROW and real property program management, including real estate appraisals, acquisitions, and asset/property management, as well as experience related to public improvement projects and expertise in California Department of Transportation (Caltrans), Federal Highway Administration (FHWA), and Federal Transit Agency (FTA) processes, procedures, and regulations	Project Delivery Director	Exempt



## Comparative Analysis of RCTC-RCA Classifications

Riverside County Transportation Commission

Classification	Agency	Class Summary	Education	Experience	Accountable To	FLSA
Land Acquisition Analyst	RCA	Journey level class	Bachelor's degree	Substantial experience must include all of the following functions: Gathering and compiling facts and statistics in order to evaluate program effectiveness; recommending program revisions; preparing and reviewing program grant and funding requests; coordinating and conducting studies relating to land acquisition, related administrative and operational activities, and due diligence procedures	Director of Land Acquisition	Exempt
Senior Management Analyst-Right of Way	RCTC	Advanced Journey level in Management Analyst series	Bachelor's degree	5 years of professional experience in ROW activities, preferably in highway, rail, and other transportation modes	Right of Way Manager	Exempt
Senior Real Property Agent	RCA	Advanced Journey level in Real Property Agency series	Bachelor's degree	3 years of experience in the appraisal and negotiation for the acquisition of real property and rights-of-way, or negotiation, preparation, and management of complex leasing agreements and facility space utilization and allocation management.	Land Acquisition Analyst	Exempt
Senior Management Analyst-Right of Way	RCTC	Advanced Journey level in Management Analyst series	Bachelor's degree	5 years of professional experience in ROW activities, preferably in highway, rail, and other transportation modes	Right of Way Manager	Exempt



## Comparative Analysis of RCTC-RCA Classifications

Riverside County Transportation Commission

Classification	Agency	Class Summary	Education	Experience	Accountable To	FLSA
<b>Director of Reserve Management/Monitoring</b>	RCA	Professional level class	Bachelor's degree	Substantial experience in: 1) gathering and compiling facts and statistics in order to evaluate program effectiveness and forecasting; 2) preparing and reviewing contractual and regulatory documents; 3) composing and maintaining complex program records and systems applications; 4) coordinating and conducting program activities, including personal negotiation with real property owners and developers regarding acquisition and rights-of way/easements; 5) effective and efficient land acquisition and utilization in Riverside County	Deputy Executive Director	Exempt
<b>Non-Comparable</b>	RCTC					
<b>Ecological Resources Specialist</b>	RCA	Journey level	Bachelor's degree	Option 1: 1 year as an Ecological Resource Specialist I with the County of Riverside  Option 2: 2 years of professional experience in research techniques, surveys, and statistical methods, preferably in ecology, natural resources, or environmental studies, with a minimum of 1 year in field work experience in natural resource management, wildlife management, biological research, ecology, or habitat restoration performing professional field staff support duties for the management of wildlife habitats, restoration of native habitat through re-vegetation, conducting	Director of Reserve Management/Monitoring	Exempt



## Comparative Analysis of RCTC-RCA Classifications

Riverside County Transportation Commission

Classification	Agency	Class Summary	Education	Experience	Accountable To	FLSA
				biological surveys of plant and animal species, or similar activities. (Completion of graduate level courses from an accredited college or university in biological sciences, ecology, natural resource management/analysis, environmental studies, or a closely related field to the assignment may substitute for the required non-field experience on the basis of 30 semester or 45 quarter units equaling one year of the required non-field experience.)		
Non-Comparable	RCTC					





## RECOMMENDATIONS

In reviewing and analyzing RCTC's and RCA's classification descriptions and organization charts, and applying the whole job analysis factors, K&A recommends the following general alignment of classifications between the two agencies:

RCA	RCA Maximum Salary	RCTC	RCTC Maximum Salary	% Adjustment (Based on Top Step Salary)
Executive Director <sup>1</sup>	\$23,066	<ul style="list-style-type: none"> <li>Deputy Executive Director</li> <li>Toll Program Director</li> </ul>	\$21,957	-4.8%
Deputy Executive Director <sup>2</sup>	\$17,338	<ul style="list-style-type: none"> <li>External Affairs Director</li> <li>Multimodal Services Director</li> <li>Planning and Programming Director</li> </ul>	\$17,184 \$17,184 \$17,184	-0.9% -0.9% -0.9%
Director of Administrative Services <sup>3</sup>	\$14,243	N/C – Recommend alignment with Director of Land Acquisition (equivalent to RCTC ROW Manager)	\$13,464	-5.5%
Administrative Manager (Board Services) <sup>4</sup>	\$10,363	Administrative Services Manager – Clerk of the Board & Deputy Clerk of the Board	\$10,444	0.8%
Administrative Manager (Fiscal)	\$10,363	Accounting Supervisor	\$10,807	4.3%
Chief of Technical Information	\$13,725	IT Administrator	\$11,077	-19.3%
GIS/IT Database Manager	\$11,169	Senior Management Analyst – Toll Program	\$10,549	-5.6%
Supervising Accountant	\$7,307	Accountant	\$8,266	13.1%
Accounting Technician II	\$5,615	Accounting Technician	\$6,800	21.1%
Secretary II	\$4,817	Administrative Assistant	\$5,595	16.2%
Director of Land Acquisition	\$14,243	Right of Way Manager	\$13,464	-5.5%
Land Acquisition Analyst <sup>5</sup>	\$11,827	Senior Management Analyst – Right of Way	\$10,549	-10.8%
Senior Real Property Agent <sup>5</sup>	\$7,637	Senior Management Analyst – Right of Way	\$10,549	38.1%
Director of Reserve Management/Monitoring <sup>6</sup>	\$14,243	N/C – Recommend alignment with Director of Land Acquisition (equivalent to RCTC ROW Manager)	\$13,464	-5.5%



## Comparative Analysis of RCTC-RCA Classifications

Riverside County Transportation Commission

RCA	RCA Maximum Salary	RCTC	RCTC Maximum Salary	% Adjustment (Based on Top Step Salary)
Ecological Resources Specialist <sup>6</sup>	\$11,827	N/C – Recommend alignment with Senior Management Analyst	\$10,549	-10.8%



- 1- RCA's Executive Director is assigned responsibility for administering and implementing the Western Riverside County Multiple Species Habitat Conservation Plan (MSHCP), providing staff liaison with federal, state and local agencies and negotiating cooperative contracts and agreements with outside agencies and private parties. The MSHCP strengthens the sustainability and quality of life in Western Riverside County by alleviating traffic congestion, protecting natural resources and improving air quality. The MSHCP provides Endangered Species Act coverage under a single permit for critical wildlife areas, which helps accelerate the construction of freeway and road projects by as much as five years, saving taxpayers more than \$500 million. Acquiring reserve lands is RCA's core activity. RCA also:
  - a. Manages the lands it acquires to ensure animals and plants thrive;
  - b. Monitors "habitat loss" and the behavior and welfare of protected plants and animals;
  - c. Reviews applications for infrastructure or development projects; and
  - d. Publishes an annual report.

RCTC's Executive Director will assume responsibility for and direct all MSHCP programs/projects/operations and be accountable to RCA's Board of Directors; and RCTC's Deputy Executive Director will assume responsibility for RCA's administrative, financial, budgeting and contract and procurement functions. RCA's Executive Director will retain responsibility for administering and implementing the MSCHP.

In terms of scope of responsibility, complexity of work, consequence of error and related whole job analysis factors, K&A found that there are aspects of RCA's Executive Director's position that is comparable to RCTC's Deputy Executive Director and aspects of the position that are comparable to RCTC's Toll Program Director. Thus, K&A recommends alignment of RCA's Executive Director to a salary range that is based on the average of the top monthly salaries of RCTC's Deputy Executive Director and Toll Program Director. The RCTC Maximum Salary reported is the average of the maximum salaries for the Deputy Executive Director and Toll Program Director.

- 2- Currently RCA's Deputy Executive Director classification is vacant. Based on analysis of the whole job factors, K&A found that the scope of responsibility, impact of program, consequence of error, reporting relationship, supervisory responsibilities, decision-making authority, complexity of work and related factors are comparable to RCTC's Director of External Affairs, Multimodal Services Director and Planning and Programming Director.
- 3- K&A was not able to identify a comparable classification at RCTC for RCA's Director of Administrative Services. K&A recommends that the Director be aligned with the RCA Director of Land Acquisition (comparable to RCTC's ROW Manager).
- 4- K&A found that RCA's Administrative Manager (Board Services) is comparable to a hybrid of the Administrative Services Manager – Clerk of the Board and Deputy Clerk of the Board. This hybrid is a span in scope hybrid meaning that RCTC has one class that is "bigger" in scope and responsibility (Administrative Services Manager – Clerk of the Board) and one class that is



“smaller” (Deputy Clerk of the Board), where RCA’s class falls in between the two RCTC classifications. The RCTC Maximum Salary reported is the average of the maximum salaries for the Administrative Services Manager – Clerk of the Board and Deputy Clerk of the Board.

If the board services function at RCA is transitioned to the Clerk of the Board’s Office at RCTC, then the Administrative Services Manager – Clerk of the Board at RCTC will retain full management responsibility for the Office including managing preparation of Board of Director meeting agendas and overseeing official records maintenance. RCA’s Administrative Manager (Board Services) would then report to the Administrative Services Manager – Clerk of the Board and function in a capacity similar to RCTC’s Deputy Clerk of the Board. Thus, the Administrative Manager (Board Services) then should be aligned with the Deputy Clerk of the Board in terms of classification and compensation.

- 5- Currently the Senior Real Property Agent is vacant; and organizationally reports to the Land Acquisition Analyst. Based on review of the whole job factors, the Land Acquisition Analyst and Senior Real Property Agent align with RCTC’s Senior Management Analyst. It should be noted that the Senior Real Property Agent is currently at a lower salary range as compared to the Land Acquisition Analyst. Since the Senior Real Property Agent position is currently vacant; we recommend that this position be studied in further detail once filled to better understand the work performed and qualifications required to perform the work, as the current classification description may not be accurate (i.e., this is not an advanced journey-level and/or supervisor classification).
- 6- K&A was not able to identify comparable classifications at RCTC for RCA’s Director of Reserve Management/Monitoring and Ecological Resources Specialist. K&A recommends that the Director be aligned with the RCA Director of Land Acquisition (comparable to RCTC’s ROW Manager) and that the Ecological Resources Specialist be aligned with RCTC’s Senior Management Analyst classification.

## CONCLUSION

In summary, based on the review of classification descriptions, organization charts and additional documentation reviewed, K&A recommended placement and alignment of each RCA classification to RCTC’s current classification and compensation structure. Since these recommendations are based on review of documentation, K&A recommends that RCTC conduct an agency-wide classification study in the next 6 to 12 months (following the transition of RCA’s classifications to RCTC), with a focus on studying RCA’s positions in more depth (to better understand the work performed and qualifications required) and creating descriptions that accurately reflect the position (for example, some of the current RCA’s classification specifications speak to having supervisory responsibilities; however per the organization chart, the classification is not a supervisor). K&A also recommends that RCTC conduct an agency-wide compensation study (market study) upon completion of the agency-wide classification study to ensure that the initial salary range placement and internal alignment recommendations are appropriate.



Furthermore, the transition of 15 positions (13 filled) to RCTC will most likely have an impact on current RCTC positions in terms of workload (i.e. staffing levels), as well as an impact to the scope and complexity of work, level of responsibility, consequence of error, interaction with external and internal contacts and other whole job factors (i.e., positions are appropriately classified and aligned). For example, the Executive Director at RCTC will now be accountable to two different boards and be responsible for providing leadership and strategic management for a whole new programmatic/operational area related to conservation (which is distinct and different from RCTC's current programs/operations). Another example, is the Administrative Services Manager – Clerk of the Board who will retain full management responsibility for the Office of the Clerk of the Board including managing preparation of Commission/Board meeting agendas and overseeing official records maintenance; and will most likely assume management responsibility for supporting RCA's Board of Directors (with support from RCA's Administrative Manager [Board Services]). Will the transition of RCA to RCTC impact RCTC's employees' workload and/or impact the proper classification of the position based on any changes to the whole job factors?

While this evaluation did not assess the impact of the transition on current RCTC positions in terms of proper classification and compensation, this should be evaluated in more detail as part of the recommended agency-wide classification and compensation study (see recommendation above). Furthermore, this evaluation did not assess the impact of the transition on RCTC positions in terms of workload and so we recommend that RCTC separately consider conducting a staffing study to assess if staffing levels are appropriate for the work required to be performed. In the interim, during and after the transition, if the RCTC Commission and senior management strongly feel that there will be a significant impact to existing RCTC positions, then the Commission and senior management should identify those positions impacted and consider options such as a special project/assignment pay limited to the duration of the transition and up to six months post-transition and/or when the agency-wide classification, compensation and/or workload study is conducted. Special project/assignment pay is a differential pay offered, typically ranging from 5% to 10%, depending on the scope of project/assignment, and is limited term (i.e., differential pay is received only for the duration of the project/assignment).

We want to thank Riverside County Transportation Commission for its time and cooperation. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report of our analysis, findings and recommendations.

Respectfully Submitted by  
Koff & Associates

Georg Krammer  
Chief Executive Officer



## Appendix I

Comparative Analysis:  
Riverside County Transportation Commission (RCTC) and  
Western Riverside County Regional Conservation Authority  
(RCA) Classifications

Riverside County Transportation Commission  
RCTC and RCA Classification Analysis  
August 2020

	RCA	RCTC	RCTC	RCA	RCTC	RCTC	RCTC	RCTC
	Executive Director	Deputy Executive Director	Toll Program Director	Deputy Executive Director	Project Delivery Director	Multimodal Services Director	Planning and Programming Director	External Affairs Director
Salary Range	194	75	71	193	67	63	63	63
Range Minimum	\$12,810	\$17,058	\$15,472	\$12,268	\$14,034	\$12,729	\$12,729	\$12,729
Range Maximum	\$23,066	\$23,028	\$20,887	\$17,338	\$18,945	\$17,184	\$17,184	\$17,184
Class Summary	Director	Executive Management	Executive Management	Deputy Director level	Executive Management	Executive Management	Executive Management	Executive Management
Duties	<p>*Controls and directs the development, implementation, and administration of Western Riverside County regional conservation efforts</p> <p>*Advises and assists the regional conservation efforts by establishing priorities, determining regional conservation activity, and maximizing the effectiveness of regional conservation personnel, finances and natural resources</p>	<p>*Assists the Executive Director in planning, organizing, and directing the services and activities of RCTC departments and programs; manages various departments and programs through lower-level management staff, including finance, planning and programming, multimodal services, toll facilities, government and community relations, and clerk of the board</p> <p>* Develops, reviews, and implements policies and procedures to meet legal requirements and RCTC needs</p> <p>*Manages and participates in the development and administration of assigned budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies</p> <p>*Assists in directing the short- and long-term range planning process for RCTC; provides oversight and guidance in the construction and profitable operations of toll facilities;</p> <p>*Fosters cooperative working relationships among RCTC departments and with</p>	<p>*Assumes full management responsibility for toll program, projects, and functions, including developing, evaluating, and implementing strategies related to project planning and management, toll feasibility analysis, traffic and revenue studies, design, environmental studies, funding and toll project financing, contract management, and construction, alternate project delivery, toll policy, toll facility operations and maintenance, revenue generation, customer service, marketing and maintenance management.</p> <p>*Develops, negotiates, and recommends to the Executive Director the approval of contracts and cooperative agreements with other governmental agencies, consultants and private contractors as needed, and is responsible for monitoring their implementation.</p> <p>*Directs the preparation and maintenance of project schedules, budgets, and quality control objectives including serving on RCTC's quality assurance</p>	<p>*Directs all operations for regional conservation efforts</p> <p>*Advises and assists the Executive Director, RC in establishing priorities, determining activities for the regional conservation department, and maximizes the effectiveness of personnel assigned to regional conservation efforts, finances, and natural resources</p> <p>*Supervise operational staff in performing highly specialized functions; may act for the Executive Director, RC in their absence</p> <p>*Develop planning strategies for environmental projects and programs</p> <p>*Ensure compliance with all requirements imposed on the regional conservation department under agreements and contracts executed with federal, state, and local agencies; may execute contracts and agreements on behalf of the regional conservation department as authorized by the Executive Director, RC, provide liaison to</p>	<p>*Assumes full management responsibility for all project delivery programs and functions, including project planning and management, feasibility analysis, design, environmental studies, contract management, and construction management; manages the acquisition, maintenance, and disposal of right-of-way for capital projects and RCTC's commuter rail service; manages the operation and maintenance of RCTC's rail stations and other facilities.</p> <p>*Develops and directs the implementation of strategic vision, goals, objectives, policies, procedures, and work standards for the assigned functions.</p> <p>*Directs RCTC's project delivery program, including controlling the schedule of environmental review, design, right-of-way acquisition, and construction projects; conducting feasibility analyses; controlling all project cost; ensuring compliance with contract requirements and RCTC standards; and minimizing the RCTC's liability during project</p>	<p>*Assumes full management responsibility for services, programs, and projects of the Multimodal Services Department, including Specialized Transit, Public Bus Transit, Commuter &amp; Motorist Assistance, Rideshare and Freeway Service Patrol, Passenger Rail, and Goods Movement programs.</p> <p>*Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the assigned functions.</p> <p>*Advises and contributes to long-range planning efforts to integrate transit service along key corridors and to serve the community.</p> <p>*Represents RCTC in various public and agency forums related to the provision of public transportation services in Riverside County and regionally.</p> <p>*Reviews and approves reports related to the public transit operators short range transit plans (SRTP) to ensure efficient delivery of public transportation.</p> <p>*Oversees the allocation of state, local, and federal funds based on</p>	<p>*Assumes full management responsibility for all planning and programming programs and functions, including transportation and land use research and analysis, transportation project planning and management, feasibility analysis, environmental studies, contract management, and implementation of funding programs.</p> <p>*Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the assigned functions.</p> <p>*Oversees the management of the planning and programming function, including the development and implementation of federal, state, and local funding programs: Congestion Management, Congestion Mitigation and Air Quality Program (STP), Transportation Enhancements (TE), State Transportation Improvement Program-Regional Improvement Program (STIP-RIP), Proposition</p>	<p>*Direct the operations and activities of RCTC's government relations and legislative program and special projects.</p> <p>*Brand the Commission's programs, projects, and initiatives with the public and key stakeholders.</p> <p>*Assist in implementing elements of the RCTC Strategic Assessment.</p> <p>*Oversee the operations and activities of the public affairs communications, projects, and programs.</p> <p>*Direct and oversee the management of the Commission Website through supervision of the Senior Management Analyst, External Affairs.</p> <p>*Responsible for building and maintaining relationships with external stakeholders in support of the Commission's government relations and communications objectives.</p> <p>*Oversees and evaluates the impact of proposed and current federal and state legislation, legislative issues, budget issues, regulations, and policies on RCTC projects and programs; develops</p>

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	RCA	RCTC	RCTC	RCA	RCTC	RCTC	RCTC	RCTC
	Executive Director	Deputy Executive Director	Toll Program Director	Deputy Executive Director	Project Delivery Director	Multimodal Services Director	Planning and Programming Director	External Affairs Director
<b>Distinguishing Characteristics</b>	<ul style="list-style-type: none"> <li>*Director level class</li> <li>*Responsible for administrating and implementing the Western Riverside County Multiple Species Habitat Conservation Plan (MSHCP)</li> <li>*Staff liaison with federal, state and local agencies</li> <li>*Negotiate cooperative contracts and agreements with outside agencies and private parties</li> </ul>	<ul style="list-style-type: none"> <li>Oversees, directs, and participates in all activities of RCTC's operations, including short- and long-term planning, policy development and administration, and enforcing policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>This is a Department Head classification that oversees, directs, and participates in all activities related to project delivery, including short- and long-term planning and development and administration of departmental policies, procedures, and services. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering RCTC goals and objectives within general policy guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for operations of the regional conservation department's administration of the Western Riverside County Multiple Species Habitat Conservation Plan (MSHCP), providing staff liaison with federal, state, and local agencies, and negotiating cooperative contracts and agreements with outside agencies and private parties</li> </ul>	<ul style="list-style-type: none"> <li>This is a Department Head classification that oversees, directs, and participates in all activities related to project delivery, including short- and long-term planning and development and administration of departmental policies, procedures, and services. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering RCTC goals and objectives within general policy guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>This is a Department Head classification that oversees, directs, and participates in all activities of the Multimodal Services Department, including short- and long-term planning, development and administration of departmental policies, procedures, and services. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering RCTC goals and objectives within general policy guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>This is a Department Head classification that oversees, directs, and participates in all activities related to transportation planning and programming, including short- and long-term planning and development and administration of departmental policies, procedures, and services. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering RCTC goals and objectives within general policy guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>This is a Department Head classification that oversees, directs, and participates in all activities related to the Government Relations, Public Affairs, and External Affairs Department. This class provides assistance to the Deputy Executive Director in a variety of administrative, coordinative, analytical, and liaison capacities. This position must perform as a subject matter expert in researching, analyzing, and evaluating complex federal and state legislation, issues, regulations, and policies that impact RCTC programs and projects, and is required to have advanced knowledge of legislative and regulatory processes.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>*Federal, state and local laws, rules and regulations relating to wildlife conservation</li> <li>*Principles and practices of fund accounting</li> <li>*Principles of public administration and personnel management</li> </ul>	<ul style="list-style-type: none"> <li>*Goal setting, program development, implementation, and evaluation</li> <li>*Supervision of staff, providing leadership within a matrix-style organization either directly or through subordinate levels of supervision</li> <li>*Public agency budgetary, contract administration, and agency-wide administrative practices related to the functions of the assigned area</li> <li>*Business strategies associated with the successful operation of revenue-generating programs including toll/express lanes programs</li> <li>*Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures</li> </ul>	<ul style="list-style-type: none"> <li>*Administrative principles and practices, including goal setting and program development, implementation, and evaluation.</li> <li>*Principles, practices, and techniques used in the conduct of an effective toll program, including project planning processes, funding and project financing, environmental review, design, contract management, and construction management.</li> <li>*Principles and practices of environmental impact assessment and related regulatory requirements and guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>*Federal, state, and local laws, rules and regulations relating to wildlife conservation</li> <li>*Principles and practices of fund accounting</li> <li>*Principles of public administration and personnel management</li> <li>*Dynamics of working relationships</li> </ul>	<ul style="list-style-type: none"> <li>*Administrative principles and practices, including goal setting and program development, implementation, and evaluation.</li> <li>*Principles, practices, and techniques used in the conduct of an effective project delivery program, including project planning processes, environmental review, design, contract management, and construction management.</li> <li>*Principles and practices of environmental impact assessment and related regulatory requirements and guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>*Administrative principles and practices, including goal setting, and program development, implementation, and evaluation.</li> <li>*Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.</li> <li>*Principles, practices, and techniques used in the conduct of an effective multimodal programs and services, including Specialized Transit, Public Bus Transit, Commuter and Passenger Rail, Transportation Planning and Goods Movement programs.</li> </ul>	<ul style="list-style-type: none"> <li>*Administrative principles and practices, including goal setting and program development, implementation, and evaluation.</li> <li>*Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.</li> <li>*Principles, practices, and techniques used in the conduct of an effective planning and programming programs, including project planning processes, land use and environmental review, funding requirements, and contract management.</li> <li>*Principles and practices of environmental impact assessment and related regulatory requirements and guidelines related to CEQA/NEPA.</li> </ul>	<ul style="list-style-type: none"> <li>*Administrative principles and practices including goal setting, program development, implementation, and evaluation.</li> <li>*Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.</li> <li>*Principles and practices of government relations and legislative program goal setting, development, implementation, and evaluation.</li> <li>*Legislative practices and processes and operations of government at local, state, and federal levels.</li> <li>*Principles, practices, concepts, and methods of state and federal legislation research, development, analysis, and evaluation.</li> <li>*Methods, techniques, and procedures of effective state and federal legislative advocacy.</li> <li>*Principles, practices, and processes of policy development.</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>*Plan and coordinate the analysis, review and preparation of departmental budgets</li> <li>*Recognize problems and develop effective solutions</li> <li>*Devise, evaluate, edit, prepare, and present reports and recommendations;</li> <li>*Establish and maintain effective working relationships with regional conservation staff members, outside agencies, and concerned affected parties</li> <li>*Negotiate with outside agency representatives and private parties</li> <li>*Supervise and evaluate the work of subordinate staff</li> </ul>	<ul style="list-style-type: none"> <li>*Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for RCTC and assigned program areas</li> <li>*Implement the policies of the Executive Director and Commission</li> <li>*Prepare and administer large and complex budgets; allocate resources in a cost effective manner</li> <li>*Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and office support staff; delegate authority and responsibility</li> <li>*Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of programs and administrative activities</li> <li>*Conduct effective negotiations and effectively represent RCTC in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and</li> </ul>	<ul style="list-style-type: none"> <li>*Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.</li> <li>*Provide administrative and professional leadership and direction for the department and RCTC.</li> <li>*Develop, plan, coordinate, and implement a comprehensive toll program suited to the needs of the community and RCTC.</li> <li>*Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>*Plan and coordinate the analysis, review and preparation of departmental budgets</li> <li>*Recognize departmental and programmatic problems and develop effective solutions</li> <li>*Effectively devise, evaluate, edit, prepare, and present reports and recommendations</li> <li>*Effectively represent the regional conservation department to outside agencies and private parties; supervise and evaluate the work of subordinate staff</li> </ul>	<ul style="list-style-type: none"> <li>*Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.</li> <li>*Provide administrative and professional leadership and direction for the department and RCTC.</li> <li>*Develop, plan, coordinate, and implement a comprehensive project delivery program suited to the needs of the community and RCTC.</li> <li>*Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>*Articulate and implement a vision for the advancement of transit service in Riverside County with ongoing and regular consultation with Commissioners, staff and constituencies.</li> <li>*Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.</li> <li>*Provide administrative and professional leadership and direction for the department and RCTC.</li> <li>*Develop, plan, coordinate, and implement a variety of public transit and goods movement programs and services suited to the needs of the community and RCTC.</li> <li>*Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>*Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.</li> <li>*Provide administrative and professional leadership and direction for the department and RCTC.</li> <li>*Develop, plan, coordinate, and implement a variety of planning and programming programs, projects, and activities suited to the needs of the community and RCTC.</li> <li>*Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>*Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.</li> <li>*Provide administrative and professional leadership and direction for the department and RCTC.</li> <li>*Plan, research, organize, coordinate, and implement comprehensive government relations and legislative programs.</li> <li>*Perform responsible and difficult legislative research, development, analysis, and evaluation involving the use of independent judgment and personal initiative.</li> <li>*Build consensus and coalitions and lead a diverse group toward common goals.</li> <li>*Develop effective legislative outreach strategies and campaigns; work effectively with diverse groups of different ages and various socio-economic backgrounds; listen to and discuss problems and complaints tactfully.</li> </ul>



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	RCA Executive Director	RCTC Deputy Executive Director	RCTC Toll Program Director	RCA Deputy Executive Director	RCTC Project Delivery Director	RCTC Multimodal Services Director	RCTC Planning and Programming Director	RCTC External Affairs Director
<b>Education</b>	Bachelor's degree in environmental science, public or business administration	Bachelor's degree in public administration, business administration, engineering, planning, or a closely related field	Bachelor's degree in transportation planning, civil engineering, transportation engineering, or a closely related field	Bachelor's degree in environmental science, public or business administration, or a closely related field to the assignment	Bachelor's degree in transportation planning, civil engineering, transportation engineering, or a closely related field	Bachelor's degree in public policy, business or public administration, transportation management or planning, or a closely related field	Bachelor's degree in transportation planning, public administration, urban studies, environmental studies, or a closely related field	Equivalent to graduation from an accredited college or university with major coursework in business administration, public administration, government, legal, or political sciences, or a related field
<b>Experience</b>	6 years of public sector management experience, including 3 years at an executive management level.	10 years of broad and progressively responsible professional administrative and supervisory experience in planning and program management	10 years of extensive and progressively responsible experience in transportation project development, delivery, and program/project management is required, with at least 4 years in a management capacity	Substantial experience in administrative analysis, budget analysis, or the development of financing programs, includes program management across multiple jurisdictions, departments, or similarly organized administrative structures is preferred. (Additional qualifying experience may substitute for the required education on the basis of one year of full-time experience equaling 30 semesters of 45 quarter units of the required education.)	10 years of broad and progressively responsible experience in transportation project development, delivery, and program/project management, with at least 6 years of supervisory experience	10 years of professional experience in transportation planning, intergovernmental relations, and program management, including at least 6 years in a management capacity	10 years of broad and progressively responsible professional and supervisory experience in transportation planning or program management	10 years of professional experience in legislative research, analysis, evaluation, and advocacy at the state and/or federal level or a related field, including at 6 years in a management capacity
<b>Accountable To</b>	Board of Directors	Executive Director	Executive Director	Executive Director	Executive Director	Deputy Executive Director	Deputy Executive Director	Deputy Executive Director
<b>FLSA</b>	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt

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	RCA	RCTC	RCA	RCTC	RCTC	RCA	RCTC
	Director of Administrative Services	Non comparable	Administrative Manager (Board Services)	Administrative Services Manager Clerk of the Board	Deputy Clerk of the Board	Administrative Manager (Fiscal)	Accounting Supervisor
Salary Range	629		345	51	32	345	44
Range Minimum	\$8,825		\$6,429	\$9,498	\$5,973	\$6,429	\$8,005
Range Maximum	\$14,243		\$10,363	\$12,823	\$8,064	\$10,363	\$10,807
Class Summary	Professional level administrative support class		Journey level Manager	Management and Administrative duties	Single-position classification that is responsible for participating in the administration and daily operations of the Clerk of the Board's functions and activities	Journey level Manager	Full supervisory level class
Duties	<p>*Provide liaison and administrative support services; research and respond to inquiries, complaints, and requests for information regarding past actions and documents related to regional conservation; investigate and resolve service complaints or refer to appropriate staff member or County Department</p> <p>*Prepare a variety of required reports, as required; manage and monitors regional conservation contracts, including procurement and services planning and contract renewals; resolve varied administrative problems and supervise staff in accounting, budget preparation and control, lease negotiation, collections, supply, personnel, payroll, office services and general business activities of related to regional conservation efforts</p> <p>*Direct the maintenance of official conservation records, including official files and indexes of resolutions, ordinances, contracts, bonds and other official papers; coordinate and maintain the historical preservation program, microfilm, microfiche, state archival program, and all librarian functions; coordinate and maintain document research systems; supervise publication</p>		<p>*Manage the preparation of the agenda for regional conservation meetings; attend and record official action taken at regional conservation meetings; dictate minutes relating to meeting events and actions.</p> <p>*Oversee the maintenance of official records for the regional conservation department, including official files and indexes of resolutions, reports, contracts, bonds, and other official documents.</p> <p>*Conduct advanced analysis of agendas of conferences and meetings; assemble and prepare background information for agenda items for review and consideration at regional conservation meetings; conduct advanced analysis of the potential impact of other government agency policies and decisions on the regional conservation department and provide interpretations when required; gather, organize and communicate background information regarding policy or legislation that</p>	<p>*Plans, organizes, directs, manages, and oversees the daily operations and activities of the Clerk of the Board's Office including public records, agenda preparation, minutes, administrative and general services, information technology, and special projects</p> <p>*Manages and participates in the development and administration of the division's annual budget</p> <p>*Recommends and implements policies, procedures, and practices</p> <p>*Advises Commissioners, Executive Director, and the management team on public records and board affairs</p> <p>*Directs the work of information technology consultants</p> <p>*Selects, trains, motivates, and directs assigned personnel; evaluates and reviews work for acceptability and conformance with division standards, including priorities and performance evaluations</p>	<p>*Assists in overseeing and performing functions of the day-to-day operations of the Clerk of the Board's office, including the maintenance of administrative files, resolutions, ordinances, contracts, agreements, and other official documents; performs mandated and other Clerk of the Board duties in the absence of the Clerk of the Board.</p> <p>*Participates in the development and implementation of goals, objectives, policies, and priorities for departmental programs; recommends and administers policies and procedures.</p> <p>*Assists with preparation of Board and committee meeting agendas, starts the process of creating agendas, reviews for completeness, and submits to the Clerk for final review; assists in the distribution of agenda packets; attends meetings; takes meeting minutes and prepares minutes; assists in preparing public notifications, agendas, minutes, and other documents; publishes, files, and indexes all proceedings of the Board of</p>	<p>*Plan, organize and direct the administrative activities for regional conservation efforts including, such support activities as procurement, operations and contract administration</p> <p>*May plan and direct personnel activities for the regional conservation department; interview, hire, train, and evaluate the performance of subordinate regional conservation staff; attend and provide input on grievances and disciplinary matters for regional conservation staff</p> <p>*Oversee the maintenance of official records for the regional conservation department, including official files and indexes of resolutions, reports, contracts, bonds, and other official documents</p> <p>*Act as a member of the regional conservation management team; participate in the development and implementation of operational and administrative policies; participate in the development of new programs to facilitate long and short-term strategies and financial plan objectives; coordinate activities with other divisions, departments, public</p>	<p>*Plans, organizes, assigns, supervises, and reviews the work of technical accounting and office support staff in the Finance Department; trains staff in work procedures and processes; provides policy guidance and interpretation to staff; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in recruitment and selection</p> <p>*Prepares detailed revenue and cost estimates with appropriate justification, as required; maintains a variety of records and prepares routine reports of work performance</p> <p>*Supervises and coordinates the work of employees responsible for accounts payable, accounts and grants receivable, cash receipts, general ledger, payroll processing, project accounting, bond reconciliation, and capital assets; maintains internal control procedures and ensures that accounting standards are met</p>

	RCA	RCTC	RCA	RCTC	RCTC	RCA	RCTC
	Director of Administrative Services	Non comparable	Administrative Manager (Board Services)	Administrative Services Manager Clerk of the Board	Deputy Clerk of the Board	Administrative Manager (Fiscal)	Accounting Supervisor
<b>Distinguishing Characteristics</b>	Directs administrative service activities that aid management in the accomplishment of the regional conservation department's mission. Analytical, budgetary, and fiscal duties are a major part of this classification's duties.		Coordinates the research, analysis and dissemination of documents and materials dealing with state and federal administrative, legislative and political activities that impact regional conservation	Recommends and implements office policies, procedures, and regulations and performs various research and administrative management functions	This classification performs a variety of administrative duties, including assisting in the development of Board agendas, administration of filings, records management, and coordinating with other departments. The nature, scope, and diversity of responsibilities of this classification require a broader understanding of RCTC's functions, the role of the Board of Directors, and the capability of relieving the Clerk of the Board of day-to-day office administrative and coordinative duties, as well as fulfilling some of the duties of the Clerk of the Board in his or her absence.	Represents the regional conservation department in budgetary, fiscal, personnel, and administrative responsibilities	Provides oversight of the accounts and grants receivable, accounts payable, payroll, project accounting, capital assets, general ledger (including budgetary, revenue and cost records), and debt administration processing functions, in addition to reconciliation and financial report preparation activities
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>*Principles and methods of public and/or business administration</li> <li>*Organization, fiscal and personnel management</li> <li>*Budget preparation and control</li> <li>*Methods, procedures and equipment</li> </ul>		<ul style="list-style-type: none"> <li>*Principles and practices of supervision</li> <li>*Principles of public and business administration;</li> <li>*Methods and techniques for conducting analytical studies of administrative and management practices</li> <li>*Legislative processes of the County, state and federal governments</li> <li>*Mechanics of administering board meetings, including the development of agendas and recording of meeting minutes</li> <li>*Practical application of computers and peripheral equipment</li> </ul>	<ul style="list-style-type: none"> <li>*Goal setting, program development, implementation, evaluation, and supervision of staff</li> <li>*Public agency budget development, contract administration, and administrative practices related to the functions of assigned area</li> <li>*Software related to public agency record keeping and the Clerk function</li> <li>*Information technology best practices, operating procedures, and current trends</li> <li>*Public Records Act, Freedom of Information Act, and Brown Act laws, rules, regulations and procedures</li> <li>*Records management principles and practices, including legal requirements for recording, retention, storage, and disclosure</li> <li>*Organization and function of public agencies, including the role of an elected Commission and appointed committees and boards</li> </ul>	<ul style="list-style-type: none"> <li>*Principles, practices, and procedures related to office management and general services.</li> <li>*Records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.</li> <li>*Organization and function of public agencies, including the role of an elected Board and appointed committees and boards.</li> <li>*Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, Freedom of Information Act, and Brown Act laws, rules, regulations and procedures.</li> <li>*Research and reporting methods, techniques, and procedures.</li> <li>*Principles and practices of data collection and report preparation.</li> </ul>	<ul style="list-style-type: none"> <li>*Principles and practices of supervision</li> <li>*Principles of public and business administration</li> <li>*Organization, fiscal management and personnel management</li> <li>*Budget preparation and control</li> <li>*Administrative problems involved in operating a governmental department or Joint Powers Authority with several subdivisions and programmatic areas</li> <li>*Methods and techniques for conducting analytical studies of administrative and management practices</li> <li>*Legislative processes of the County, state and federal government</li> </ul>	<ul style="list-style-type: none"> <li>*Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures</li> <li>*Principles and practices of public agency finance, including general and governmental accounting, auditing, and reporting functions</li> <li>*Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility</li> <li>*Principles and procedures of record keeping and reporting</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>*Analyze administrative problems, reach practical and logical conclusions and put effective solutions into practice</li> <li>*Develop cooperative working relationships</li> <li>*Plan, organize and direct the work of others</li> <li>*Prepare clear and concise reports</li> </ul>		<ul style="list-style-type: none"> <li>*Develop and install new methods and procedures</li> <li>*Direct a program of organizational and procedural analysis and put into practice effective improvements</li> <li>*Research, analyze and make recommendations on administrative, management and procedural practices</li> <li>*Maintain cooperative and effective working relationships</li> <li>*Prepare clear and concise written and oral reports</li> <li>*Record, store and retrieve actions, policies, reports, and other official documents</li> <li>*Direct, supervise, train, and evaluate performance of subordinate employees</li> </ul>	<ul style="list-style-type: none"> <li>*Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas</li> <li>*Provide administrative and professional leadership and direction to the division and RCTC</li> <li>*Evaluate and recommend improvements in operations, procedures, policies, or methods</li> <li>*Prepare and administer budgets; allocate limited resources in a cost effective manner</li> <li>*Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, and procedures</li> <li>*Plan, organize, direct, and coordinate the work of administrative and contract personnel; delegate authority and responsibility; select, train, motivate, and evaluate the work of staff</li> <li>*Manage large, complex, technical contracts</li> <li>*Oversee vendors and consultants working from remote locations</li> </ul>	<ul style="list-style-type: none"> <li>*Perform responsible and complex administrative support work with accuracy, speed, and general supervision in assigned timelines, and requiring the use of tact and discretion.</li> <li>*Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, policies, and timelines, as well as complex administrative and departmental policies and procedures.</li> <li>*Understand the organization and operation of RCTC and of outside agencies as necessary to assume assigned responsibilities.</li> <li>*Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials</li> <li>*Research, analyze, and summarize data and prepare accurate and logical written reports.</li> </ul>	<ul style="list-style-type: none"> <li>*Develop and install new methods and procedures</li> <li>*Direct a program of organizational and procedural analysis and put into practice effective improvements</li> <li>*Perform budget analysis, preparation and monitoring</li> <li>*Research, analyze and make recommendations on administrative, management and procedural practices</li> <li>*Maintain cooperative and effective working relationships</li> <li>*Plan, organize and direct the work of an administrative organization</li> <li>*Direct, supervise, train, and evaluate performance of subordinate employees</li> </ul>	<ul style="list-style-type: none"> <li>*Supervise, select, train, motivate, and evaluate the work of staff</li> <li>*Plan, organize, administer, coordinate, review, evaluate, and personally participate in comprehensive accounting functions</li> <li>*Prepare and maintain clear and accurate financial reports, correspondence, policies, procedures, and other written materials</li> <li>*Analyze complex accounting and/or fiscal issues and recommend resolutions</li> <li>*Verify the accuracy of financial data and information</li> <li>*Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations</li> </ul>

Riverside County Transportation Commission  
RCTC and RCA Classification Analysis  
August 2020

	RCA	RCTC	RCA	RCTC	RCTC	RCA	RCTC
	Director of Administrative Services	Non comparable	Administrative Manager (Board Services)	Administrative Services Manager Clerk of the Board	Deputy Clerk of the Board	Administrative Manager (Fiscal)	Accounting Supervisor
<b>Education</b>	Graduation from an accredited college or university with a Bachelor's degree, preferably with a major in business or public administration, or a closely related field to the assignment. (Substantial qualifying experience may substitute for the required education on a year-for-year basis.)		Graduation from an accredited college or university, preferably with a major in accounting, business or public administration, finance, or a closely related field to the assignment. (Additional qualifying experience may substitute for the required education on the basis of 30 semester or 45 quarter units equaling one year of full-time experience).	Bachelor's degree in public administration or a closely related field	Equivalent to the completion of the twelfth (12th) grade	Graduation from an accredited college or university, preferably with a major in accounting, business or public administration, finance, or a closely related field to the assignment. (Additional qualifying experience may substitute for the required education on the basis of 30 semester or 45 quarter units equaling one year of full-time experience.)	Equivalent to an Associate's degree from an accredited college with major coursework in accounting, finance, public or business administration, or a related field
<b>Experience</b>	Substantial experience which must include at least two of the following functions:  *Gathering and compiling facts and statistics in order to evaluate program effectiveness; recommending program revisions; preparing and reviewing program grant and funding requests; preparing and maintaining a program budget. *Maintaining and controlling the fiscal recordkeeping functions and systems in a department, division, unit, or company accounting function; preparing and verifying a variety of accounting, statistical, and narrative reports. *Coordinating and conducting studies of administrative and operational activities, including fiscal operations, budget preparation and control, equipment usage, staffing patterns, workflow and space utilization.		3 years of administrative management experience, which must have included responsibility for development of organizational policies and procedures, or researching and conducting complex analysis of legislation and government policy  Note: this job description is very "light" on specific duties related to Board Services	5 years of broad and increasingly responsible experience in administrative services, contracts administration, records management, or related areas	5 years of varied administrative support experience involving the use of computerized information systems and office technology products	3 years of administrative management experience, which must have included responsibility for financial planning and analysis, budget, grant and contract development and administration, development of organizational policies and procedures, or researching and conducting complex analysis of legislation and government policy	5 or more years of increasingly responsible technical accounting experience, preferably in municipal accounting
<b>Accountable To</b>	Executive Director		Director of Administrative Services	Deputy Executive Director	Clerk of the Board	Director of Administrative Services	Deputy Director of Finance
<b>FLSA</b>	Exempt		Exempt	Exempt	Non-Exempt	Exempt	Exempt

Riverside County Transportation Commission  
RCTC and RCA Classification Analysis  
August 2020

	RCA	RCTC	RCA	RCTC	RCA	RCTC	RCA	RCTC
	Chief of Technical Information	IT Administrator	GIS/IT Database Manager	Senior Management Analyst - Toll Program	Supervising Accountant (C)	Accountant	Accounting Technician II	Accounting Technician (General)
Salary Range	609	45	675	43	492	33	338	25
Range Minimum	\$8,505	\$8,205	\$7,010	\$7,814	\$5,043	\$6,123	\$3,879	\$5,037
Range Maximum	\$13,725	\$11,077	\$11,169	\$10,549	\$7,307	\$8,266	\$5,615	\$6,800
Class Summary	Advanced Journey level Manager	Performs diverse, specialized, and highly technical work involving significant accountability and decision-making responsibility	Advanced level manager class, Supervisory class, in conflict with organization chart	Advanced journey level class	Supervisory level in professional Accountant series	Journey-level professional accounting classification	Paraprofessional accounting work; class description is in conflict with organization chart; this is not a Supervisory position	Advanced journey level class
Duties	<p>*Administer all IT and GIS services and activities of the regional conservation department in accordance with regional conservation contract agreements and policies and procedures; develop, recommend, implement, and administer policies and procedures</p> <p>*Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the IT services and GIS of the regional conservation department; publicize the regional conservation efforts through creation, enhancement, and maintenance of the website and other media</p> <p>*Ensure that regional conservation contractors maintain systems and applications related to baseline service needs in accordance with contractual provisions; monitor and evaluate service delivery methods and procedures with administrative and technical systems; implement policy and recommendations approved for the regional conservation department</p> <p>* Serve as regional conservation</p>	<p>*Identifies, develops, implements, and oversees the installation and maintenance of IT systems to meet the needs of user departments and offices/locations; determine information requirements and further defines the nature of the Commission's IT projects; builds a project plan to meet business requirements and expectations</p> <p>*Designs, develops, implements, and oversees the administration and maintenance of the Commission's telecommunication network</p> <p>*Manages IT services including acquisition, installation, and maintenance of network and desktop hardware and software; provides first-level IT support for servers and end-users</p> <p>*Oversees the work of consultants and project personnel in areas related to information systems and telecommunications services</p> <p>*Coordinates with the Toll Program management and technology staff, private contractors, consultants and</p>	<p>*Supervise, assign, review, and evaluate the work of professional GIS staff performing GIS database administration work; plan, organize and provide opportunities to develop and maintain job-related competencies</p> <p>*Define GIS database information, access and file structure requirements through discussions with users and colleagues</p> <p>*Design and implement GIS database management system by creating models, building table structure, establishing referential integrity, and preparing documentation</p> <p>*Maintain GIS databases through the performance of database management system backups and recovery, including off-site storage for disaster recovery; maintain databases by tuning, monitoring data integrity and security, and resolving problems</p> <p>*Organize and transform source documents and data into formats compatible for input into GIS databases and maps</p> <p>*Monitor quality and progress; coordinate development,</p>	<p>*Conduct analysis of matters related to toll program planning, project development, implementation, administration and operations including business process reviews, cost effectiveness, and impact assessment of potential or existing changes in business practices</p> <p>*Perform analysis of system processes to validate the successful completion of transaction processing. Develop performance management tools to evaluate the efficiency and effectiveness of the toll program's strategic initiatives, business plans and action steps including the development of Key Performance Indicators (KPI's) and other performance measures, and the development of a program-wide scorecard. Developing action plans to address performance issues.</p> <p>*Conduct research of best practices of industry specific and cross-industry best practices including conducting benchmarking of peer tolling</p>	<p>*Supervise regional conservation staff and maintain and control the fiscal recordkeeping functions and systems in a departmental accounting function; supervise and participate in the preparation, review, and verification of a variety of accounting, statistical, and narrative reports</p> <p>*Examine and analyze complex fiscal recordkeeping systems and procedures to evaluate effectiveness; develop, revise, and maintain forms for fiscal transactions, recordkeeping, and budgetary control</p> <p>*Review, evaluate, design, implement, and revise accounting systems; review laws, legislation, and policies to ensure compliance and to determine impact on accounting procedures</p> <p>*Provide guidance and assistance to the regional conservation department and other officials on a variety of accounting and budgetary problems</p> <p>*Prepare financial statements for the regional conservation department and perform audits of the regional conservation</p>	<p>*Assists with the planning, organizing, and reviewing the work of technical accounting and office support staff in the Finance Department; trains staff in work procedures; provides policy guidance and interpretation to staff.</p> <p>*Monitors activities of the assigned work unit; recommends improvements and modifications and prepares various reports on operations and activities, including workload and workflow statistics.</p> <p>*Participates in the annual budget preparation; prepares detailed cost estimates with appropriate justification, as required; maintains a variety of records and prepares routine reports of work performance.</p> <p>*Assists with coordinating the work of employees responsible for accounts payable, cash receipts, general ledger, payroll processing, Form 1099 processing; maintains internal control procedures and ensures that accounting standards are met.</p>	<p>*Researches and resolves a variety of difficult problems independently through review of multiple records; exercises initiative in anticipating or identifying problems or errors and follows up to resolve; forecasts impact of potential actions/decisions</p> <p>*Interprets a wide variety of complex policies, procedures, regulations, contracts and agreements to determine their applicable provisions and clauses for assistance with difficult problems and circumstances</p> <p>*Performs final review of claims against the County, which requires the verification of compliance with instructions, specifications and provisions of contracts which have complex terms and language that may be ambiguous and/or have potential for expenditure of large amounts of County funds</p> <p>*Supervises and reviews the work of a fiscal support unit; resolves difficult problems pertaining to the work of the staff; personally performs the more difficult work of the unit</p> <p>*Analyzes procedural and/or</p>	<p>*Performs technical accounting support in the analysis, preparation, maintenance, and processing of accounting, budgeting, payroll, project accounting, grants, fixed assets, bond requisitions, and related financial transactions</p> <p>*Prepares, maintains, verifies, and reconciles a variety of difficult and complex accounting and financial transactions and reports; audits financial records for accuracy; posts and reconciles journals; prepares journal entries for budget and actual, including revenues, expenditures, assets, liabilities, and fund balance accounts</p> <p>*Compiles, analyzes, and reconciles a variety of financial transactions, statements, and reports</p> <p>*Performs bank reconciliations and posts interest income monthly; reconciles and maintains the general ledger including subsidiary ledgers monthly; performs various account reconciliations and works to resolve discrepancies</p>

	RCA	RCTC	RCA	RCTC	RCA	RCTC	RCA	RCTC
	Chief of Technical Information	IT Administrator	GIS/IT Database Manager	Senior Management Analyst - Toll Program	Supervising Accountant (C)	Accountant	Accounting Technician II	Accounting Technician (General)
<b>Distinguishing Characteristics</b>	Directs a Countywide technical and geographic support function for the Multiple Species Habitat Conservation Plan (MSHCP)	Exercises project management of contracts, vendors, and consultants; exercises no direct supervision over staff	Responsible for the most complex GIS applications, programs, systems, or projects that require master-level technical and analytical skills on a regular and ongoing basis	Incumbents serve as subject matter experts in assigned functional areas and perform complex research and analysis to support RCTC projects and programs, including fund administration, budget analysis, and program evaluation. Incumbents support the work of management staff by providing a professional-level resource for program, project, budgetary, fund, and operational analyses and studies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility.	Requires extensive knowledge of complex technical accounting or auditing work and the exercise of independent judgment, in addition to having responsibility for a functional unit within the regional conservation accounting operations	Oversees day-to-day accounting processing, reporting, and record keeping activities and is responsible for providing technical accounting support to the Deputy Director of Finance in a variety of areas. Responsibilities include oversight of the accounts payable, payroll, and general ledger, processing function, in addition to reconciliation and report preparation activities.	Either the advanced journey or supervisory level in the series. Incumbents in this class either function primarily as key assistants to professional accountants or other management staff performing the more difficult and complex paraprofessional accounting work.	Performs the full range of technical work in all of the following areas: accounts payable, accounts receivable, general accounting, budgeting, project accounting, grants, fixed assets, payroll, and related areas, in addition to performing a variety of record keeping, reconciliation, and accounting support activities
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>*Geographic Information Systems and advanced Information Technology systems and applications</li> <li>*Organizational dynamics</li> <li>*Mathematics, including the principles of algebra, geometry, trigonometry, and statistics as applied to professional IT and GIS related work</li> <li>*Principles and practices of public or business administration, including public relations</li> <li>*Basic surveying principles and methods</li> <li>*Familiarity with a variety of relational databases, IT operating systems and GIS software</li> </ul>	<ul style="list-style-type: none"> <li>*Information technology best practices, operating procedures, and current trends</li> <li>*Information technology equipment, practices, policies and processes associated with state-of-the-art tolling enterprises</li> <li>*Principles of computer programming</li> <li>*Structured analysis, design, construction and implementation methodologies</li> <li>*Personal computer applications, usage, and functionality</li> <li>*Mobile devices and applications used in business</li> <li>*Helpdesk service and support functions, delivery techniques, and performance standards</li> <li>*Strategic planning methods and project management</li> <li>*Research and reporting methods, techniques, and procedures</li> <li>*Technical report writing and preparation of correspondence</li> </ul>	<ul style="list-style-type: none"> <li>*Maintaining GIS databases; mathematics, including the principles of algebra, geometry, trigonometry, and statistics as applied to sub professional engineering and GIS related work</li> <li>*Technical report writing and principles of personnel supervision and employee training</li> <li>*Survey principles and methods of programs, policies, and procedures.</li> <li>*Familiarity with a variety of rational databases, operating systems, and GIS software including IBM DB2 and IBM Informix Dynamic Server, Microsoft SQL Server, Oracle and/or ESRI's core GIS products (ArcGIS, ArcView, ArcSDE, and ArcInfo)</li> <li>*Principles, methods, and techniques of effective supervision</li> <li>*Principles, methods, and techniques applied to IT devices, applications and systems</li> <li>*Principles of organization and administration</li> <li>*Principles of documentation, recordkeeping, storage, and retrieval</li> </ul>	<ul style="list-style-type: none"> <li>*Audit and compliance techniques and procedures.</li> <li>*Advanced project and/or program management, analytical processes, and report preparation techniques.</li> <li>*Advanced organizational and operational practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.</li> <li>*Best practice research and evaluation techniques.</li> <li>*Performance management including the development and analysis of KPIs and other performance measures.</li> <li>*Contract procurement processes and administration. Contract management and oversight.</li> <li>*System implementation and configuration management principles.</li> <li>*Database management principles, data mining techniques using various business intelligence applications.</li> <li>*System processes including flow of transactions, external interfaces, credit card processing.</li> </ul>	<ul style="list-style-type: none"> <li>*Accounting principles and practices</li> <li>*Governmental accounting and budgeting</li> <li>*Laws and regulations affecting governmental financial operations</li> <li>*The principles of business management and office methods and procedures</li> <li>*Data processing systems applicable to accounting operations</li> <li>*Principles of supervision</li> </ul>	<ul style="list-style-type: none"> <li>*Principles, practices, and methods of public and governmental accounting, finance, and auditing, including general ledger, cash and investments, accounts payable, accounts receivable, payroll, and fund and cost accounting and their application to public agency operations.</li> <li>*Generally Accepted Accounting Principles and Governmental Accounting Standards Board Statements for public sector accounting.</li> <li>*Accounting source documents including budgets, contracts, expenditures, encumbrances, revenues, special ledger, general ledger, project cost, cash and investments, fixed assets and related accounting procedures.</li> </ul>	<ul style="list-style-type: none"> <li>*Principles of office management, governmental accounting systems, procedures and regulations</li> <li>*The interrelationships of internal and external recordkeeping systems, accounting systems and procedures containing such items as expenditures, revenues, general ledger and related accounting procedures</li> <li>*Legal requirements of County contracts, agreements, minute orders and resolutions</li> </ul>	<ul style="list-style-type: none"> <li>*Terminology and practices of financial and accounting document processing and record keeping, including accounts payable, accounts receivable, budgeting, payroll, project accounting, grants, bond requisitions, and fixed assets</li> <li>*Principles and practices of auditing accounting and finance documents</li> <li>*Basic principles and practices of fund accounting and public agency budgeting</li> <li>*Business arithmetic and basic financial and statistical techniques</li> <li>*Applicable federal, state, and local laws, regulatory codes, or distances, and procedures relevant to assigned area of responsibility</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>*Examine, analyze, and process IT and GIS data</li> <li>*Compile complex written technical and administrative reports and recommendations</li> <li>*Establish and maintain cooperative relations with representatives of departments and agencies</li> <li>*Attend regional conservation meetings with other departments, agencies or the public</li> <li>*Plan, organize and coordinate the work of unit personnel</li> </ul>	<ul style="list-style-type: none"> <li>*Manage large, complex technical contracts</li> <li>*Oversee vendors and consultants working from remote locations</li> <li>*Analyze problems, evaluate alternatives, and recommend course of action and strategy</li> <li>*Communicate complex ideas and translate technical information into user-understandable terms with tact, patience, courtesy, and with a sense of urgency as necessary</li> <li>*Obtain user involvement and buy off for all projects under development</li> <li>*Audit performance in workgroups and suggest improvement processes</li> <li>*Establish and meet service level agreement with users</li> <li>*Continuously improve technology and services offered to business units</li> <li>*Prepare and administer budgets; allocate limited resources in a cost effective manner</li> <li>*Plan, organize, direct, and coordinate the work of technical and administrative personnel;</li> </ul>	<ul style="list-style-type: none"> <li>*Gather, examine, analyze, and process GIS data</li> <li>*Reason logically, draw valid conclusions, and make appropriate recommendations</li> <li>*Resolve technical problems and innovate more efficient use of GIS/IT resources</li> <li>*Perform systems analysis work and problem solving</li> <li>*Effectively supervise subordinates</li> <li>*Interpret and follow written and oral instructions</li> <li>*Prepare and compile complex written technical reports and documents</li> </ul>	<ul style="list-style-type: none"> <li>*Plan and conduct effective research studies applying appropriate and effective methodology.</li> <li>*Plan, organize, and carry out assignments from management staff with minimal direction.</li> <li>*Perform difficult and complex research on a wide variety of administrative topics including planning and program requirements, funding, budget proposals, and operational alternatives.</li> <li>*Perform complex data analysis and data mining.</li> <li>*Procure and administer contracts.</li> <li>*Perform system and transaction audits.</li> <li>*Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.</li> <li>*Research, analyze, and evaluate new service delivery and improvements in operations, methods, procedures, and techniques.</li> <li>*Prepare clear and concise reports, correspondence, policies,</li> </ul>	<ul style="list-style-type: none"> <li>*Evaluate and supervise the work of subordinate staff</li> <li>*Interpret and analyze complex data and material and draw logical conclusions</li> <li>*Understand, interpret, and apply laws, rules, regulations, and policies and procedures related to accounting operations</li> <li>*Maintain complex records and prepare complex reports and financial statements</li> <li>*Prepare oral and written reports</li> </ul>	<ul style="list-style-type: none"> <li>*Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.</li> <li>*Plan, organize, administer, coordinate, review, evaluate, and personally participate in comprehensive accounting functions.</li> <li>*Prepare and maintain clear and accurate financial reports, correspondence, policies, procedures, and other written materials.</li> <li>*Analyze complex accounting and/or fiscal issues and recommend resolutions.</li> </ul>	<ul style="list-style-type: none"> <li>*Understand the relationships among fiscal or statistical records and documents</li> <li>*Understand transactions in terms of accounting codes and classification</li> <li>*Perform a wide variety of difficult and responsible financial/accounting duties</li> <li>*Maintain and monitor control totals of primary accounting record sources and summarize and assimilate into reports and other accounting documents.</li> <li>*Understand and interpret the principles, laws and procedures involved in the bookkeeping and auditing functions; gather and analyze a variety of financial data and draw logical conclusions</li> </ul>	<ul style="list-style-type: none"> <li>*Perform technical accounting support work accurately, in a timely manner, and under general supervision</li> <li>*Review documents related to department operations; observe, identify, and solve technical issues and procedural problems; understand, interpret, and explain department policies and procedures; explain operation and respond to accounting issues for the public and staff</li> <li>*Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures related to accounting, budgeting, project accounting, grants, fixed assets, bond requisitions, payroll, and related areas</li> <li>*Establish, maintain, and research payroll and related accounting records and files</li> <li>*Make accurate arithmetic, financial, and statistical computations</li> </ul>

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RCA and RCA Classification Analysis  
August 2020

	RCA	RCTC	RCA	RCTC	RCA	RCTC	RCA	RCTC
	Chief of Technical Information	IT Administrator	GIS/IT Database Manager	Senior Management Analyst - Toll Program	Supervising Accountant (C)	Accountant	Accounting Technician II	Accounting Technician (General)
<b>Education</b>	Graduation from an accredited college or university with a Bachelor's degree, preferably with a major in computer science, information systems, electronics engineering, voice/data communications, public/business administration, or a closely related field to the assignment. Additional qualifying IT systems analysis or administration experience may be substituted for the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of the required education	Bachelor's degree from an accredited college or university with major coursework in information technology, computer science or a closely related field	Graduation from an accredited college or university with a Bachelor's degree in geographic information systems, automated mapping, land surveying, geography, cartography, computer science, computer information systems, data processing, information management, or a closely related field to the assignment. (Additional qualifying experience may be substituted for the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of the required education.)	Equivalent to a Bachelor's degree in business, computer science, public administration, transportation planning, economics, or a closely related field.	OPTION I-Graduation from an accredited college or university with a Bachelor's degree in accounting.  OPTION II-Graduation from an accredited college or university with a Bachelor's degree in accounting or a closely related field to the assignment with a specialization in accounting coursework. (A specialization is interpreted as the completion of at least 18 semester or 27 quarter units in accounting, auditing, taxation, financial reporting, financial statement analysis, or external and internal reporting.)  OPTION III-Possession of a valid certificate as a Certified Public Accountant or Certified Internal Auditor.	Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field	1 year of the required non-specialized experience may be substituted with the completion of 12 semester or 18 quarter units in accounting from an accredited college or university.  All required experience may be substituted with a Bachelor of Arts/Science degree in Business Administration with an emphasis in Accounting from an accredited college or university.	Equivalent to the completion of the 12th grade
<b>Experience</b>	4 years of considerable, progressively responsible experience in an administrative or staff capacity with responsibility for planning, organizing and implementing IT and/or GIS programs and projects, including leading and/or coordinating staff performing systems analysis, applications programming, and/or network or database administration. Completion of graduate level courses in computer science, information systems, or public/business administration may substitute for the required experience on the basis of 30 semester or 45 quarter units equaling one year of the required experience). Possession of a valid Land Surveyors License. (Certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers is preferred.	At least 5 years of progressively responsible IT project management, computer systems operation, programming and/or systems analysis experience	4 years of successful journey-level, GIS or IT job-related experience with 2 of those years, including supervisory or lead duties, over staff engaged in technically advanced GIS or IT-related work.	Minimum of 5 years of professional experience involving complex principles and practices of systems, operations or project development and knowledge of complex analytical principles.	OPTION I-2 years as a professional accountant or auditor equivalent to a County of Riverside Accountant II performing the full range of journey level accounting or auditing assignments.  OPTION II-2 years as a professional accountant or auditor equivalent to a County of Riverside Accountant II performing the full range of journey level accounting or auditing assignments.  OPTION III-1 year equivalent to a County of Riverside Senior Accountant which included acting in a lead capacity over accounting and clerical staff performing complex technical accounting or auditing work.	3 years of responsible professional accounting experience, preferably in the public sector. Additional experience can substitute for the required education on a year-for-year basis.	1 year as an Accounting Technician or Supervising Accounting Assistant with the County of Riverside or an equivalent position OR 4 years of experience in the maintenance and review of fiscal, financial or statistical records including 1 year in the reconciliation of accounts (experience in reconciling governmental budget accounts is preferred). 1 year of the required non-specialized experience may be substituted as listed under Education.	5 years of general accounting experience, preferably in municipal accounting
<b>Accountable To</b>	Director of Administrative Services	Administrative Services Manager (Clerk of the Board)	Chief of Technical Information	Toll Operations Manager	Administrative Manager (Fiscal)	Accounting Supervisor	Supervising Accountant	Accounting Supervisor
<b>FLSA</b>	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Non-Exempt	Non-Exempt

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	RCA	RCTC	RCA	RCTC	RCA	RCTC	RCA	RCTC	RCA	RCTC	RCA	RCTC
	Secretary II	Administrative Assistant	Director of Land Acquisition	Right of Way Manager	Land Acquisition Analyst	Senior Management Analyst - Right of Way	Senior Real Property Agent	Senior Management Analyst - Right of Way	Director of Reserve Management/Monitoring	Non comparable	Ecological Resources Specialist	Non comparable
Salary Range	253	17	629	53	469	43	379	43	629		469	
Range Minimum	\$3,331	\$4,144	\$8,825	\$9,973	\$7,335	\$7,814	\$5,262	\$7,814	\$8,825		\$7,335	
Range Maximum	\$4,817	\$5,595	\$14,243	\$13,464	\$11,827	\$10,549	\$7,637	\$10,549	\$14,243		\$11,827	
Class Summary	Secretarial and complex clerical tasks of an administrative nature and non-routine duties	Administrative support duties	Assistant Director level	Program management class	Journey level class	Advanced journey level class in Management Analyst series	Advanced journey level and lead level class in the Real Property Agent	Advanced journey level class in Management Analyst series	Professional level class		Journey level class	
Duties	<p>*Types/keyboards correspondence, reports, memoranda, case records, documents, orders, payrolls, statistical data (e.g., charts, tables, graphs) from rough drafts, marginal notes, or general instructions</p> <p>*Schedules appointments and relieves supervisor of administrative detail, such as, checking time and attendance reports and approving purchase requisitions; assists in carrying out administrative policies and procedures</p> <p>*Takes and transcribes dictation from voice recording, shorthand, speedwriting, stenography, or steno script; takes and types/keyboards minutes of meetings</p> <p>*Assembles information from various sources and arranges into proper format; proofreads written materials to identify errors in punctuation, spelling, and grammar; sets up and maintains office files, records and indexes</p> <p>*Provides general information to office and telephone callers and/or refers them to appropriate party; maintains control files to monitor</p>	<p>*Provides administrative support to RCTC staff by assisting with duties, including composing, typing, proofreading, scanning, and distributing documents and maintaining filing systems and databases</p> <p>*Gathers, assembles, updates, and distributes a variety of RCTC specific information, documents, forms, records, and data as requested; gathers data and assists in preparing a variety of reports, including Perris Valley Federal Transit Administration reports and various legislative reports</p> <p>*Composes, types, formats, edits, and proofreads a variety of complex documents, including forms, memos, presentations, and correspondence for RCTC staff from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; makes or suggests corrections to drafts</p> <p>*Updates and maintains the RCTC website, including news articles, agendas, reports, and other</p>	<p>*Draft policies and procedures relating to the implementation and administration of the MSCHP in keeping with federal, state, and local laws and regulations; gather comments relating to these drafts from other stakeholders, state and federal agencies, and other interested parties, incorporating them into final drafts for the approval of the Executive Director, RC; maintain current final operating policies and procedures of the regional conservation department</p> <p>*Assist the Executive Director, RC in developing strategies for property acquisition programs; gather data, analytical evaluations, and draft recommendations for the development of long-range planning funds and adherence to program guidelines, including federal regulations</p> <p>*Direct and guide the preparation of property appraisals, deeds, ownership transfers, leases, and other agreements; direct the establishment of systems for maintaining all property and facility space utilization inventories of the regional conservation department; coordinate and administer right-of-</p>	<p>*Plans, organizes, and manages the ROW component of a number of major transportation programs and projects funded with Measure A, local, state, and federal sources</p> <p>*Leads and oversees work of consultant teams as part of the major transportation programs and projects</p> <p>*Reviews for recommendation and/or approval various ROW documents, including notices to property owners, appraisals, offers of just compensation, administrative settlements, purchase agreements, relocation notices and claims, and invoices</p> <p>*Plans, organizes, and manages projects to promote timely use of funds and adherence to program guidelines, including federal regulations</p> <p>*Coordinates the preparation and compliance of right of way component of project delivery schedules; ensures the timely delivery of ROW for all construction projects</p> <p>*Reviews and monitors the attainment of capital</p>	<p>*Assist the Executive Director, RC in planning, organizing, and directing land acquisition activities for regional conservation efforts</p> <p>*Develop and implement administrative policies and procedures</p> <p>*Coordinate the land acquisition process, grant management, and fiscal and administrative operations, which may include, but not be limited to, the functions of fiscal control, personnel management, procurement, facility operations, and contract negotiation and administration</p> <p>*Conduct and coordinate research, design, and development for the agency of routine to highly specialized land acquisitions</p> <p>*Conduct or direct complex studies and develop recommendations on administrative and programmatic policy and operational issues and changes</p> <p>*Attend and represent the regional conservation interests of the County at various governmental and community regional conservation group meetings; make presentations on various programs</p>	<p>*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</p> <p>*Oversees consultant progress and services including ensuring consultants provide regular updates, adherence to established deadlines, adequate communication, and conduct of independent fee appraisers</p> <p>*Prepares or supervises and reviews the preparation and executions of various documents, agreements, and correspondence involved in real property acquisition, sale, or lease</p> <p>*Advises and assists staff with the more technical, difficult, and unusual assignments; arranges for or provides staff training and development opportunities</p>	<p>*Plans, organizes, supervises, and participates in the work of real property agents; provides technical direction and training to subordinate staff</p> <p>*Acts as project leader or technical expert in large-scale or complex real property assignments, including appraisals, negotiations for acquisition, sale, and lease of property, real property and space management, or involving condemnation proceedings, title matters, relocation assistance, and other particularly sensitive aspects of real property work</p> <p>*Assigns and reviews the work of subordinate professional staff; reviews appraisals performed by independent fee appraisers</p> <p>*Prepares or supervises and reviews the preparation and executions of various documents, agreements, and correspondence involved in real property acquisition, sale, or lease</p> <p>*Advises and assists staff with the more technical, difficult, and unusual assignments; arranges for or provides staff training and development opportunities</p>	<p>*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</p> <p>*Oversees consultant progress and services including ensuring consultants provide regular updates, adherence to established deadlines, adequate communication, and conduct of independent fee appraisers</p> <p>*Prepares or supervises and reviews the preparation and executions of various documents, agreements, and correspondence involved in real property acquisition, sale, or lease</p> <p>*Advises and assists staff with the more technical, difficult, and unusual assignments; arranges for or provides staff training and development opportunities</p>	<p>*Draft policies and procedures relating to the implementation and administration of the MSCHP in keeping with federal, state and local laws and regulations; gather comments relating to these drafts from stakeholders, state and federal agencies, and other interested parties, incorporating them into final drafts for the approval of the Executive Director, RC; maintain current final operating policies and procedures of the regional conservation department</p> <p>*Assist the Executive Director, RC in developing strategies for reserve management and monitoring, and reserves uses; management of projects and programs; gather data, analytical evaluations and draft recommendations for the development of long-range planning such as expansion and growth for recasting</p> <p>*Direct and guide the management and monitoring of the regional conservation reserve; direct the establishment of systems for maintaining all property and facility space utilization inventories of the regional conservation department</p>		<p>*Participate in the implementation of the MSCHP; provide technical expertise needed to effectively implement the plan</p> <p>*Assist in the coordination of environmental site research and planning by other agencies, private groups, or individuals</p> <p>*Conduct MSCHP biological resource evaluations and assist in determining the types of mitigation required of proposed projects in very sensitive habitat areas in order to implement habitat conservation plans</p> <p>*Provide information regarding the results of MSCHP implementation to federal and state agencies</p> <p>*Review biological reports and other environmental data to determine consistency with the MSCHP; make comments and request further information as needed to determine the type and nature of appropriate mitigation measures for any biological resources found on properties</p> <p>*Prepare MSCHP findings for proposed projects, which include documentation of reserve assembly consistency and biological</p>	



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	RCA	RCTC	RCA	RCTC	RCA	RCTC	RCA	RCTC	RCA	RCTC	RCA	RCTC
	Secretary II	Administrative Assistant	Director of Land Acquisition	Right of Way Manager	Land Acquisition Analyst	Senior Management Analyst - Right of Way	Senior Real Property Agent	Senior Management Analyst - Right of Way	Director of Reserve Management/Monitoring	Non comparable	Ecological Resources Specialist	Non comparable
<b>Distinguishing Characteristics</b>	Confidential designation	Journey-level class in the administrative office support class series	Provide operational expertise and knowledge for the acquisition of real property acquired by the regional conservation department. The incumbent further negotiates the acquisition of core conservation habitat area, linkages, and rights-of-way, monitors funding sources available for land acquisitions, prepares budgets, and coordinates regional conservation space utilization	Manages all activities related to Right-of-Way and property management programs; organizes and oversees day-to-day development and management of Right-of-Way and property management programs and activities	Responsible for administration and direction of diverse operations, which may include but not limited to, acquiring land for reserve assembly, grant writing and management, policy determination, facility operations and services, financial planning, personnel management, and procurement administration	Performs varied research and analysis to support RCTC projects and programs, including acquisition and delivery of ROW, management and disposal of property, and program evaluation	Provides technical supervision and training of Real Property Agents involved in real property acquisition, negotiation, appraisal, lease, sale, or space management, while performing or providing guidance to staff with the most complex, specialized or sensitive real property activities; in conflict with current organizational layout as this position does not supervise any employees	Performs varied research and analysis to support RCTC projects and programs, including acquisition and delivery of ROW, management and disposal of property, and program evaluation	Provides operational expertise and in-depth factual knowledge for the management and monitoring of all aspects of the regional conservation reserve, which includes obtaining rights of entry, monitoring funding sources available for reserve management and monitoring, preparing budgets, and coordinating regional conservation space utilization		Responsible for the analysis and implementation of the MSHCP (Multiple Species Habitat Conservation Plan) and programs for the management and protection of wildlife habitats and the natural resources of the County. Incumbents will review and evaluate the biological elements of land use applications and ensure practical implementation of regional ecological policies and guidelines	
<b>Knowledge</b>	*Typing layouts and formats *Operation and uses of common and automated office equipment including automatic or memory typewriter, personal computer, word processor, copier *Filing systems (chronologic, numeric, alphabetic, subject area, tickler); business English including spelling, punctuation, grammar, capitalization and word usage *Record keeping and clerical monitor/procedures *Basic office procedure *Arithmetic		*Principles and methods of public and business administration *Organizational, fiscal and staff management *Contractual and related document preparation and negotiation *Riverside County territory and its private and public property utilization *GIS mapping techniques and procedures	*Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management *Organization and management practices as applied to the development, analysis, and evaluation of ROW and property management, programs and operational needs of the assigned programs *Principles and practices of real estate appraisal, law, engineering, and negotiations *Principles and practices of budget development and contract administration, and sound financial management policies and procedures *Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures *Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures governing ROW and property	*Principles and methods of public and/or business administration *Organizational, fiscal and personnel management *Budget preparation and control *Methods, procedures and equipment	*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 *Real property values and the effects of economic trends on value and price, and construction costs and improvements *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	*The laws pertaining to real property leasing and the acquisition of land, improvements, and rights-of-way for highways, flood control projects, and other public purposes *The principles and practices of supervision and training the factors involved in appraising real property and the principles underlying the appraisal process *Legal instruments and procedures of real property transactions *Real property values and the effects of economic trends on value and price, and construction costs and improvements *Leasing agreements and practices *Methods and procedures of relocation assistance *Methods and techniques of facility space management	*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	*Principles and methods of public and business administration *Organizational, fiscal and staff management *Contractual and related document preparation and negotiation *Riverside County territory and its private and public property utilization in detail *GIS mapping techniques and procedures		*The methods and procedures for conducting field studies and obtaining research data *The natural history, conservation, preservation, wildlife habitat, and endangered species of Riverside County *Map interpretation *Laws relating to environmental resource protection, including the California Environmental Quality Act and National Environmental Policy Act	
<b>Skills/Abilities</b>	*Operate standard and modern office equipment *Proofread and review work for accuracy and completeness *Input and retrieve data from computerized record keeping systems *Prioritize and route telephone calls and mail *Monitor staff assignment deadlines *Type 50 net words per minute, and take shorthand or note taking at 100 net words per minute may be required		*Analyze operational problems, reach practical and logical conclusions, and implement effective solutions *Maintain professional objectivity and neutrality under stressful circumstances, and develop and maintain cooperative working relationships in difficult situations *Coordinate, plan, organize, and direct the work of others *Prepare clear and concise, complex documents	*Recommend and implement goals, objectives, and practices for providing effective and efficient services *Manage and monitor complex programs and projects, on-time and within budget *Manage ROW, real estate, and property management activities and special projects involving participation by diverse and varied interests *Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures *Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations *Evaluate and develop improvements in operations, procedures, policies, or methods *Prepare clear and concise reports, correspondence, policies, procedures, and other written materials *Analyze, interpret, summarize and present technical information and data in an effective manner *Conduct complex research projects, evaluate alternatives,	*Analyze administrative problems, reach practical and logical conclusions and put effective solutions into practice *Develop cooperative working relationships *Plan, organize and direct the work of others *Prepare clear and concise reports	*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	*Supervise, train, and coordinate the work of staff involved in real property valuation, acquisition, leasing or management *Effectively conduct complicated appraisals, difficult or sensitive right-of-way or lease negotiations and relocation assistance, and the resolution of related problems *Understand and interpret legal property descriptions, property maps, engineering and construction plans, and the various legal instruments and agreements connected with real property actions *To do technical research and prepare comprehensive reports, establish and maintain effective and tactful communications with public and private officials, the general public, and other employees	*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	*Analyze operational problems, reach practical and logical conclusions and implement effective solutions *Maintain professional objectivity and neutrality under stressful circumstances, developing and maintaining cooperative working relationships in difficult situations *Coordinate, plan, organize and direct the work of others *Prepare clear and concise, yet complex, documents		*Communicate clearly and effectively, both in writing and orally *Interpret land records and maps *Organize and conduct research studies *Make analyses and recommendations based on findings from studies, field observations and public contacts *Use computer hardware/software in data storage and retrieval, and statistical analysis *Work with minimal supervision *Establish and maintain effective working relationships with others	

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<b>Education</b>	Completion of 18 semester or 27 quarter units from a recognized college or 360 hours of training from a recognized occupational training program in secretarial sciences, office practices, business education, or a closely related field may be substituted for 1 year of nonspecialized clerical experience	Completion of the 12th grade	Graduation from an accredited college or university with a Bachelor's degree, preferably with a major in public or business administration, or a closely related field to the assignment. (Substantial qualifying experience may be substituted for the required college education.)	Equivalent to Bachelor's degree in business administration, public administration, real estate, planning, finance, or a closely related field	Graduation from an accredited college or university with a Bachelor's degree, preferably with a major in business or public administration, or a closely related field to the assignment. (Substantial qualifying experience may be substituted for the required college education on a year-for-year basis.)	Bachelor's degree in business administration, real estate, finance, or a closely related field  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	Graduation from an accredited college with a Bachelor's Degree, preferably with major coursework in economics, business or public administration, or a closely related field. (Additional qualifying experience may be substituted for the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of education.)	Bachelor's degree in business administration, real estate, finance, or a closely related field  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	Graduation from an accredited college or university with a Bachelor's degree, preferably with a major in biological sciences, ecology, natural resource management/analysis, environmental studies, or a closely related field to the assignment			
<b>Experience</b>	*1 year as Secretary I with Riverside County  OR  3 years of stenographic or increasingly responsible, broad and varied clerical experience, 1 year of which must have been in a secretarial or stenographic capacity performing a wide range of complex clerical or stenographic duties	3 years of office support and public contact experience	Gathering and compiling facts and statistics in order to evaluate program effectiveness and forecasting; preparing and reviewing contractual and regulatory documents; composing and maintaining complex program records and systems applications; coordinating and conducting program activities, including personal negotiation with real property owners and developers regarding acquisition and rights-of-way/leases; in effective and efficient land acquisition and utilization in Riverside County.	7 years of professional experience in ROW and real property program management, including real estate appraisals, acquisitions, and asset/property management, as well as experience related to public improvement projects and expertise in California Department of Transportation (Caltrans), Federal Highway Administration (FHWA), and Federal Transit Agency (FTA) processes, procedures, and regulations are also required	Substantial experience must include all of the following functions: Gathering and compiling facts and statistics in order to evaluate program effectiveness; recommending program revisions; preparing and reviewing program grant and funding requests; coordinating and conducting studies relating to land acquisition, related administrative and operational activities, and due diligence procedures	5 years of professional experience in ROW activities, preferably in highway, rail, and other transportation modes	3 years of experience in the appraisal and negotiation for the acquisition of real property and rights-of-way, or negotiation, preparation, and management of complex leasing agreements and facility space utilization and allocation management. (In some departments general experience in real estate sales and transfers will not be considered as the equivalent of the required real property appraisal and negotiation experience.)	5 years of professional experience in ROW activities, preferably in highway, rail, and other transportation modes	Substantial experience in: 1) appraisal and negotiation for the acquisition of real property and rights-of-way, or negotiation, preparation, and management of complex leasing agreements and facility space utilization and allocation management. (In some departments general experience in real estate sales and transfers will not be considered as the equivalent of the required real property appraisal and negotiation experience.)		Option 1: 1 year as an Ecological Resource Specialist I with the County of Riverside  Option 2: 2 years of professional experience in research techniques, surveys, and statistical methods, preferably in ecology, natural resources, or environmental studies, with a minimum of 1 year in field work experience in natural resource management, wildlife management, biological research, ecology, or habitat restoration performing professional field staff support duties for the management of wildlife habitats, restoration of native habitat through re-vegetation, conducting biological surveys of plant and animal species, or similar activities. (Completion of graduate level courses from an accredited college or university in biological sciences, ecology, natural resource management/analysis, environmental studies, or a closely related field to the assignment may substitute for the required non-field experience on the basis of 30	
<b>Accountable To</b>	Administrative Manager (Board Services)	Office and Board Services Manager	Deputy Executive Director	Project Delivery Director	Director of Land Acquisition	Right of Way Manager	Land Acquisition Analyst	Right of Way Manager	Deputy Executive Director		Director of Reserve Management/Monitoring	
<b>FLSA</b>	Non-Exempt	Non-Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt		Exempt	