



RIVERSIDE COUNTY TRANSPORTATION COMMISSION

SENIOR MANAGEMENT ANALYST PLANNING & PROGRAMMING

DEFINITION

Under general supervision, provides complex planning and programmatic analysis in support of major regional planning initiatives, program managers, and director level positions to achieve department and RCTC goals; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Planning and Programming Manager. May exercise functional or direct supervision over assigned staff.

CLASS CHARACTERISTICS

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

EXAMPLES OF ESSENTIAL 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 project sponsors in programming their projects into SCAG's Federal Transportation Improvement Program (FTIP) and Regional Transportation Plan (RTP); researches new funding opportunities for local agencies, and works with project sponsors through their challenges to ensure RCTC's financial resources are maximized in the region.
- Continuously updates funding databases with the latest project information from project sponsors; reconciles conflicting project information.
- Researches, compiles, and analyzes project development and implementation status; tracks progress against timelines and funding requirements; analyzes data and prepares comprehensive technical reports that summarize findings, describes alternatives, and supports recommendations to policymakers to ensure that the region fully leverages all available funding.
- Prepares and submits request for federal authorization or state allocation through Caltrans Local Assistance.

- Assists with the preparation of Requests for Proposals (RFP), calls for projects, long range and short-range transportation planning documents, budget and/or funding analysis, program updates, and preparation and presentation of board agenda items.
- Leads development of Federal Highway Administration, Caltrans, and other agency grant applications and funding requests. Assists and reviews member agencies' federal, or state grant applications to ensure project eligibility and competitiveness.
- Administers federal and state grant funding; supports the Finance department in resolving eligibility, scope, and timely use of fund deadlines.
- Manages the TDA Article 3 Bike and Pedestrian Call for Projects and processes administrative program requests such as scope change, time extension, and project reimbursement.
- Analyzes and monitors funding, budget and project performance and makes recommendations based on federal, state or local funding guidelines.
- Develops, submits and presents reports to the Board and internal and external committees, including requesting or recommending funding approval and programming of funds; receives and files reports as needed.
- Attends, facilitates, and leads recurring and periodic meetings within and outside the agency including local, regional, state, and federal interagency coordination and represent the agency's position on relevant matters.
- Researches and responds to inquiries and requests pertaining to requirements for federal and state funding and transportation planning requirements and policies such as SB 743 CAPTI, REAP, etc.
- Develops contractual agreements and documents necessary to receive or to provide funding.
- Performs other duties and special projects as assigned or required.

QUALIFICATIONS

Knowledge of:

- Federal and state requirements governing the preparation and analysis of RTP and FTIP documents.
- Regional or local transportation fund administration.
- Federal and state discretionary and formula funding programs.
- Caltrans process and procedures for delivering on-system projects, requesting federal authorization and state allocations, submitting project invoices, and closing out federally and state funded projects.
- Familiarity with urban planning and transportation planning principles, concepts, standards, and practices, such as best practices in community engagement and outreach.
- Basic principles and practices of budget development, administration and disbursement.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Time management and work assignment prioritization strategies.
- Record keeping and file organization principles and procedures.
- Project and program management best practice that effectively lead projects from start to finish.
- Intermediate to advanced Microsoft Excel, Outlook, and Word skills.

Ability to:

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

- Perform difficult and complex research on a wide variety of planning, programming, and public policy topics.
- Analyze, interpret, summarize, and present technical and complex information and data in an effective and clear manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the department and RCTC in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations.
- Organize and carry out a variety of concurrent projects and tasks in an effective and timely manner with minimal direction; organize own work, set priorities, and meet deadlines.
- Communicate effectively in person, over video and the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with internal and external stakeholders.
- Synthesize information and data and present recommendations to management, RCTC Commissioners, and Technical Advisory Committee.
- Reconcile conflicting information and problem solve.
- Maintain tracking and reporting systems for multiple funding programs utilizing Excel spreadsheets, cloud-based databases, and other Microsoft 365 applications
- Be detailed-oriented, think strategically, learn quickly, and see the big picture.

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 from an accredited college or university with major course work in business or public administration, public policy, urban planning, transportation planning, civil engineering, or a closely related field. At least five (5) years of increasingly responsible experience performing transportation planning or programming or fund administration in a closely related field.

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: January 2021

REVISED: August 2022

FLSA: Exempt

PAY RANGE: (43) \$8,606 - \$11,619 per month