NEW EMPLOYMENT OPPORTUNITY

Senior Management Analyst- Geographic Information Systems (GIS)
(Full-Time w/ Full benefits)

Salary Range: $8,951 - $12,083 per month
Application Deadline: Open until filled

The Riverside County Transportation Commission (RCTC or Commission), established through California state law, oversees funding and coordination of public transportation services within Riverside County. The Commission's responsibilities have grown in the years since its inception from coordinating highway and transit planning and identifying projects for state and federal funding, to responsibility for all aspects of region-wide planning for multimodal mobility needs in a rapidly growing region. RCTC administers Measure A, a half-cent sales tax measure, approved by voters to support transportation projects, programs, and services.

On January 1, 2021, RCTC became the managing agency of the Western Riverside County Regional Conservation Authority (RCA), which administers the Western Riverside County Multiple Species Habitat Conservation Plan (MSHCP). Covering the western half of the county, the mission of the MSHCP is to assemble a 500,000-acre reserve for the permanent conservation of habitat for 146 protected species. The MSHCP promotes the multi-benefits of biodiversity and open space access, while streamlining the delivery of transportation projects and other development in a sustainable manner.

Join an amazing team at RCTC and help plan and deliver mobility solutions for all communities while protecting the beautiful landscapes of western Riverside County!

General Description:
Under general supervision, provides complex analysis, project management, and program support in organizing and maintaining Geographic Information Systems (GIS) databases; coordinates GIS activities, GIS-related information technology, and data collection and analysis matters with regional conservation permittees, contractors, and outside agencies; provides highly complex and responsible analytical and program support to the Deputy Director of Regional Conservation and other RCTC management and staff in areas of expertise; performs related work as required.

This is the advanced journey-level class in the Management Analyst series. Incumbents serve as subject matter experts in assigned functional areas and perform varied research and analysis to support regional conservation, transportation, and toll projects and programs, including analysis, implementation, and maintenance of GIS databases and related resources within an integrated business environment. Incumbents support the work of management by providing a professional-level resource for program analyses, projects, and studies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This class is distinguished from the

Regional Management/Monitoring Manager in that the latter has full management for Multiple Species Habitat Conservation Plan (MSHCP) reserve management and monitoring as it relates to MSHCP biological resource standards and compliance.

Qualifications

Required: 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 five (5) years of professional experience in IT or GIS project/program management.

Licenses and Certifications:
➢ None

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.

➢ Maintains, updates, creates, and acquires internal and external GIS data, including building/grading permit data from Multiple Species Habitat Conservation Plan (MSHCP) permittees; reviews, filters, extracts, summarizes, and analyzes data collected.
➢ Assists in preparing MSHCP annual report by updating charts, graphs, maps, and narrative; produces MSHCP annual report for web and print.
➢ Designs and implements GIS database management system by creating models, building table structure, establishing referential integrity, and preparing documentation.
➢ Creates and maintains data warehousing and data mining systems; designs, configures, and maintains database library; ensures data integrity during integration with other agency IT systems and databases, and when importing, exporting, versioning, and maintaining the GIS library structure and geo-database conversions.
➢ Organizes and converts data into relational tables; recommends and implements data standardization and normalization procedures.
➢ Manages portfolio of GIS research, development, conversion, installation, and maintenance projects, coordinates development, maintenance, and implementation of new or on-going GIS applications; ensures integration with network and server infrastructure and systems.
➢ Researches, evaluates, recommends, and implements GIS products to support RCTC programs and projects.
➢ Assists in the implementation of GIS program goals and objectives, establishes schedules and methods for providing GIS services, and implements GIS policies and procedures.
➢ Develops quality standards based on industry standards and evaluation of available technology and resources.
➢ Organizes and defines data needs, file structure requirements, project requirements and objectives, and desired output in consultation with end users and colleagues to develop exhibits, charts, maps, data analysis, reports, and related graphic materials.
➢ Promotes regional conservation programs and efforts through creation, enhancement, and maintenance of the RCA website and other media.
➢ Develops 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; 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.
➢ Explains technical information to system users, including assisting them in accessing and interpreting GIS information; provides training to users and other technical staff and advises on best practices.
➢ Researches and responds to inquiries and requests in support of public inquiries and of senior management staff relating to GIS issues.

- Stays abreast of new trends and innovations in technology related to GIS; researches, evaluates, tests, and recommends vendor solutions and technologies; implements improvements upon approval.
- May manage, coordinate, and complete other special projects as assigned.
- Performs other duties as required.

Knowledge of:
- Advanced project and/or program management, analytical processes, and report preparation techniques.
- Principles and practiced related to the analysis, evaluation, development, and implementation of GIS programs, projects, and procedures.
- 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.
- Research and reporting methods, techniques, and procedures.
- Advanced mathematics as applied to GIS related work.
- Basic principles and practices of budget and contract administration.
- 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 providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RCTC staff.

Ability to:
- Perform advanced analyses of GIS informational requirements and needs; identify, evaluate, and solve GIS problems; recommend, design, and implement new, enhanced, or modified tools and applications.
- Work collaboratively with contractors and staff to identify and implement GIS technology solutions for business process improvements and efficiencies.
- Participate in GIS database and application development, installation, and conversion projects.
- Create, manipulate, and maintain a comprehensive library of spatial data tables and layers.
- Perform a variety of technical support functions in building, troubleshooting, and maintaining GIS database and related applications.
- Create and modify maps, exhibits, and other graphic materials using GIS software.
- Manage and monitor GIS service contracts and ensure contract services are provided in accordance with contractual provisions and compliance with RCTC standards and specifications.
- 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.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical 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 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.

Physical & Environmental Elements:
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining RCTC policies and requesting and providing information.

<div align="center">

**Summary of
Benefits Available**

</div>

CalPERS Retirement System	Short and Long-Term Disability
Classic: 2.7% @ 55 / PEPRA: 2% @ 62	9/80 Work Schedule
Up to $1,500/month towards Medical Plans	Vacation
Dental & Vision fully paid by RCTC	Sick Leave
401(a) Money Purchase Plan	12 Holidays/Year
457 Deferred Compensation	Transportation Assistance Programs
$100,000 Group Life Insurance	Tuition Reimbursement Program

<div align="center">

**An RCTC employment application and resume must be
submitted for consideration by the application deadline.
For more information, please visit www.rctc.org**

3/2024

</div>