



## **NEW EMPLOYMENT OPPORTUNITY**

# **MSHCP Compliance Manager**

**(Full-Time w/ Full benefits)**

**Salary Range: \$12,273 - \$16,569 per month**

**Application Deadline: Open Until Filled**

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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, plans, organizes, oversees, coordinates, implements, and reviews the work of staff performing tasks necessary to maintain consistency with Western Riverside Multiple Species Habitat Conservation Plan (MSHCP) permitting requirements and corresponding state and federal regulations. This includes complex and professional analyses necessary to process Joint Project Review (JPR)/ Habitat Evaluation and Acquisition Negotiations (HANS) reviews, Participating Special Entity applications, Criteria Refinements, and other permitting elements; provides technical and policy direction to staff, management, consultants, contractors, and the Regional Conservation Agency (RCA) Board of Directors pertaining to compliance; provides highly complex and responsible support to the RCA Deputy Director in areas of expertise; and performs related work as required. Receives general direction from the RCA Deputy Director. Exercises direct and general supervision over professional, technical, and administrative support staff.

This is a program management classification that manages all activities related to compliance with MSHCP and state and federal regulations. The incumbent organizes and oversees day-to-day management of compliance 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 RCA Deputy

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 RCA Deputy Director in that the Compliance Manager has responsibility for management of all functions of permitting compliance as provided by the MSHCP and associated state and federal endangered species act permits under direction and supervision of the RCA Deputy Director.

### **Qualifications**

**Required:** Equivalent to Bachelor's degree in biological sciences, ecology, natural resource management/analysis, environmental studies, planning, or a closely related field and seven (7) years of professional experience in natural resource management, wildlife management, or regional conservation program planning and implementation.

### **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.*

- Leads and manages the day-to-day operations of the RCA's permitting compliance team, including supervising compliance team staff.
- Plans, organizes, and oversees consistency of JPR/HANS applications for development projects and other permitting-related applications and documents with MSHCP requirements. Tasks include drafting, reviewing and approving MSHCP findings for proposed projects.
- Resolves sensitive issues relating to MSHCP permitting-related activities; advises RCA Right of Way staff on land acquisition as determined by JPR/HANS review and rights-of-way/easements; acts as liaison with public agencies and private entities; provides technical advice, information, and materials for use by legal counsel in court actions.
- Advises and provides guidance to staff from Permittee planning departments, applicants and their consultants and stakeholders from other public agencies and organizations on MSHCP implementation.
- 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.
- Assists the RCA Deputy Director and RCA Director in developing strategies to continuously improve compliance management and process efficiencies.
- Prepares, analyzes, and evaluates a variety of contracts and other agreements with as-needed support from legal counsel.
- Makes presentations to the RCA Board, committees, the RCTC Commission, other governmental agencies, and at staff meetings; provides assistance and input at various regional, state, and local public meetings 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 permitting compliance issues.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with staff on performance issues; recommends discipline to the Deputy Director and/or Director; and recommends appropriate service and staffing levels.
- Oversees the development of consultant requests for proposals and qualifications for professional services to support MSHCP permitting compliance activities; 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; and, analyzes and resolves complex problems that may arise.
- Provides a high level of customer service to the public, vendors, contractors, and RCTC staff.
- Manages, coordinates, and completes other special projects as assigned.
- Performs other duties as required.

**Knowledge of:**

- State and federal endangered species acts and other local, state, and federal environmental laws, regulations, and standard practices; CEQA, NEPA, Clean Water Act (404, 401), California Fish and Game Code, and other applicable state and federal regulations and guidance.
- Knowledge and experience working with the Western Riverside Multiple Species Habitat Conservation Plan is highly desirable.
- Principles and practices of budget development and administration, contract administration, and sound financial management policies and procedures.
- Principles of project management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work 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, 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 politically sensitive issues and participation by diverse and varied interests.
- Work within a permitting regulatory framework.
- 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.
- 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.

**Physical & Environmental Elements:**

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

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

**Summary of  
Benefits Available**

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CalPERS Retirement System	Short and Long-Term Disability
<i>Classic: 2.7% @ 55 / PEPR: 2% @ 62</i>	9/80 Hybrid Work Schedule
Up to \$1,500/month towards Medical Plans	Vacation
Dental & Vision fully paid by RCTC	Sick Leave
401(a) Money Purchase Plan	13 Holidays/Year
457 Deferred Compensation	Transportation Assistance Programs
\$100,000 Group Life Insurance	Tuition Reimbursement Program

**An RCTC employment application and resume must be  
submitted for consideration by the application deadline.  
For more information, please visit [www.rctc.org](http://www.rctc.org)**

**5/2026**