



NEW EMPLOYMENT OPPORTUNITY

Senior Management Analyst- Reserve Management/Monitoring (Full-Time w/ Full benefits)

Salary Range: \$9,923 - \$13,397 per month

Application Deadline: October 2nd, 2026

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 and program support in the implementation and evaluation of the Multiple Species Habitat Conservation Plan (MSHCP) reserve management and monitoring program. This includes assisting with the drafting of monitoring and adaptive management protocols and reserve unit management plans; coordinating wildfire management; coordinating mitigation (e.g., habitat restoration and habitat enhancement) actions on reserve lands; coordinating with Riverside County Regional Park and Open-Space District (Parks) on management actions; conducting biological fieldwork and analyses; evaluating habitat quality and conditions to inform monitoring and adaptive management actions; coordinating with Santa Ana Watershed Association's (SAWA) MSHCP Biological Monitoring Program; and conducting a variety of analytical and technical support to implement the MSHCP.

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 analyses to support RCA/RCTC projects and programs, including analyses and implementation of the MSHCP and programs for the monitoring, management, and protection of wildlife

and plant habitats and the natural resources of the western Riverside County. Incumbents support the work of management staff by providing a professional-level resource for program analyses and studies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This class is distinguished from the Reserve Management/Monitoring Manager in that the Manager has full management and supervisory authority in planning, organizing, and directing the implementation of the MSHCP's monitoring and adaptive management program.

Qualifications

Required: Equivalent to a Bachelor's degree in biological sciences, ecology, natural resource management, environmental studies, or a closely related field and five (5) years of professional experience in research techniques, surveys, and statistical methods, preferably in ecology, natural resources, or environmental studies, with a minimum of one (1) year in field work experience in natural resource management, wildlife management, biological research, ecology, or habitat restoration.

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.

- Implements the MSHCP's monitoring and adaptive management program in collaboration with SAWA and Parks.
- Coordinates with Parks, SAWA, and Wildlife Agency staff on monitoring and management tasks.
- Assess and tracks progress toward achieving the MSHCP's Biological Goals and Objectives.
- Assists with drafting and implementing Reserve Unit Management Plans.
- Assesses condition of reserves and habitat to inform monitoring and management actions.
- Assesses condition of habitat on properties to inform acquisition strategies.
- Assists processing easements, rights of entry, and other requests for access and use of the reserve system.
- Assists with grant writing and grant compliance.
- Assists the Management/Monitoring Manager and GIS analysts with data collection and management (e.g., mapping mitigation sites and areas for uplift and restoration).
- Reviews Habitat Management and Monitoring Plans.
- Monitors, tracks, and reports on status of wildfires in western Riverside County.
- Assists with development of presentations and staff reports to the RCA Board, Executive Committee, and various stakeholders.
- Assists with drafting of the Annual Report.
- Attends meetings with staff from the Wildlife Agencies, other resource agencies, Permittees, applicants, and other stakeholders, as needed.
- Participates in public outreach events; provides information and answers questions pertaining to the MSHCP and related conservation issues in the county.
- Stays abreast with legal, regulatory, and policy developments affecting areas of responsibility.
- Performs other duties and special projects as required.

Knowledge of:

- Natural history, conservation, preservation, wildlife and plant habitat, and endangered species of Riverside County.
- Methods and procedures for conducting field studies and collecting data on habitat conditions.
- Analytical methods and report writing for natural resource purposes.
- 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; Water of the US and Waters of the State.
- Knowledge and experience working with the Western Riverside Multiple Species Habitat Conservation Plan is not required but highly desirable.
- 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 grammar, spelling, vocabulary, and punctuation for clear and concise written and oral communication.
- 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:

- Perform difficult and complex research and studies on a wide variety of regional conservation issues, analyze data, and develop recommendations based on findings, field observations, and related data. Performing surveys for wildlife or plant species and conducting habitat assessments in the field.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective 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 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 and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical & Environmental Elements:

When assigned to the office, 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. Standing in and walking between work areas are 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. When assigned to field, must possess strength, stamina, and mobility to stand and walk on level, uneven, or slippery surfaces; reach, twist, turn, kneel, bend, stoop, squat, and crouch in the performance of assigned duties; to operate a motor vehicle and visit various RCA/RCTC sites; and vision to inspect sites. The job involves fieldwork requiring walking in operational areas. Finger dexterity is needed to operate tools and equipment. Employees must possess the ability to carry, push, pull, and lift materials and objects weighing up to 25 pounds.

This classification works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. This classification also works in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, dust, and air contaminants. 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**

CalPERS Retirement System
Classic: 2.7% @ 55 / PEPR: 2% @ 62

Short and Long-Term Disability
9/80 Hybrid Work Schedule

Up to \$1,938.10/month towards Medical Plans

Dental & Vision fully paid by RCTC

401(a) Money Purchase Plan

457 Deferred Compensation

\$100,000 Group Life Insurance

Vacation

Sick Leave

13 Holidays/Year

Transportation Assistance Programs

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

9/2026