



NEW EMPLOYMENT OPPORTUNITY

Senior Management Analyst- Commuter Motorist & Assistance

(Full-Time w/ Full benefits)

Salary Range: \$9,923 - \$13,397 per month
Application Deadline: **October 30, 2026 4PM**

The Riverside County Transportation Commission (RCTC/Commission), established through California State law, oversees funding and coordination of all public transportation services within Riverside County. The Commission's responsibilities have grown in the 50 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 Riverside County's mobility and operating toll facilities. Join an amazing team at RCTC and help plan and deliver transportation solutions!

General Description:

Under general supervision, administers assigned Commuter and Motorist Assistance programs and manages assigned projects, contracts, and grants; performs complex program, budget, funding, and performance analysis; monitors contractor performance and compliance with legal, regulatory, contractual, and funding requirements; coordinates financial and program reporting and maintains program accountability; and performs related work as required. Receives general supervision from the Commuter and Motorist Assistance Manager. This position does not exercise function or direct supervision over assigned staff.

This is the advanced journey-level class in the Management Analyst series. Incumbents serve as subject matter expert in assigned functional areas and perform varied research and analysis to support RCTC projects and programs. 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 Commuter and Motorist Assistance Manager in that the latter has full management and supervisory authority in planning, organizing, and directing the full scope of operations within the department.

Qualifications

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:

Required: Equivalent to bachelor's degree in public administration, finance, or a closely related field and five (5) years of increasingly responsible professional analytical experience, preferably in a government agency.

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.

- Provides program administration, oversight, and analytical support for assigned transportation demand management, motorist assistance, and related mobility services programs; coordinates with consultants, regional partners, public agencies, service providers, employers, and other stakeholders; monitors program delivery, participation, performance, funding requirements, and partner obligations; and supports implementation of program enhancements and new initiatives.
- Administers contracts for assigned programs, including monitoring deliverables, expenditures, amendments, and renewals; monitors compliance with applicable program, contractual, and funding requirements; monitors consultant and contractor performance; prepares recommendations for Commission approval of contracts; and coordinates with Procurement, Legal, and Finance, as needed.
- Develops, maintains, and monitors program performance measures and dashboards; coordinates and compiles data across sources, validates data quality, tracks results against established goals, and identifies trends and variances; prepares periodic and year-end performance reports and contributes program information to RCTC documents, presentations, and future goal setting.
- Reviews and reconciles invoices, reimbursements, subsidies, and other accounts payable and receivable transactions; verifies supporting documentation, funding eligibility, and applicable rate adjustments; resolves discrepancies; codes and approves or routes transactions under delegated authority; maintains financial tracking records and monitors contract and project account balances.
- Performs research and complex data, budgetary, and program analysis; evaluates program outcomes, cost effectiveness, service quality, geographic reach, provider performance, and program policies and procedures; develops and updates program procedures, administrative guidance, and operating practices; and develops recommendations to improve program delivery and resource allocation.
- Develops annual budgets and multiyear forecasts; compiles current and projected performance data; coordinates budget inputs, notes, and narratives for entry into financial platforms; monitors expenditures and commitments and recommends and processes budget adjustments subject to required approvals.
- Administers and monitors grant and other funding requirements for assigned programs; tracks eligible expenditures, match and reporting requirements; coordinates reimbursement documentation and funding reports; and supports funding applications, agreements, audits, and compliance reviews.
- Supports outreach, marketing, and public information activities; coordinates with External Affairs and consultants on the development and procurement of program content, collateral, promotional items, customer stories, and community engagement activities; reviews program materials and public information across agency and partner channels for accuracy and effectiveness.
- Prepares and presents staff reports, presentations, and responses to inquiries for the Commission, committees, and senior management on assigned programs, contracts, performance, and issues.
- Represents RCTC in assigned regional and statewide meetings, committees, technical advisory groups, and subcommittees; may serve in leadership roles when selected; coordinates follow-up on program matters.
- Administers the FSP program, including tow and CHP agreements, contractor and service oversight, and communications and data systems, in coordination with CHP, Caltrans, tow operators, and other stakeholders; monitors and supports efficient service delivery and contract compliance; coordinates follow-up on compliance issues and corrective actions; and coordinates driver training and recognition activities.
- Administers FSP procurements in partnership with Procurement, including preparation of procurement files, scopes of work, and evaluation criteria; participates in evaluation committees and prepares recommendations for Commission approval of contracts.
- Procures and maintains FSP equipment and supplies for CHP and FSP tow operators; tracks RCTC-owned inventory, fulfills supply requests, and coordinates equipment repair or replacement.
- Coordinates construction and special event FSP services with stakeholders; monitors scopes of work, budgets, project timelines, and contractor requirements; and prepares recommendations for Commission approval, as needed.
- Provides program administration for assigned VanClub activities, including reviewing and validating vanpool administrator deliverables and program data, coordinating annual National Transit Database (NTD) and State Controller's Office (SCO) reporting within RCTC, supporting annual Short Range Transit Plan (S RTP) development,

reviewing CMAQ reimbursement documentation, monitoring CalVans activities, and providing CalVans Board of Directors support.

- Administers the Park & Ride lease program in coordination with consultants, property owners, Caltrans, and commuters; conducts or coordinates outreach for program expansion and consultant support for site evaluations and utilization analysis; negotiates leases and renewals, processes amendments, and coordinates quarterly payments; and recommends adjustments to leased capacity, site termination, or new locations.
- Performs other special projects and duties as assigned.

Knowledge of:

- 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, contract administration, and administration and sound financial management policies and procedures, including funding sources and funds disbursement.
- Methods, techniques, and procedures of researching, analyzing, evaluating, interpreting, and reporting complex information and data.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- 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 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 programmatic administrative, budgeting, and fiscal reporting activities.
- Effectively manage consultants and contracts.
- Perform difficult and complex research on a wide variety of topics including Commuter and Motorist Assistance 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 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, 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:

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.

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**

CalPERS Retirement System	Short and Long-Term Disability
<i>Classic: 2.7% @ 55 / PEPR: 2% @ 62</i>	9/80 Hybrid Work Schedule
Up to \$1,938.10/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

10/2026