NEW EMPLOYMENT OPPORTUNITY

Senior Management Analyst- MSHCP Compliance

(Full-Time w/ Full benefits)

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

Application Deadline: November 30th, 2026 4:00PM

The Western Riverside County Regional Conservation Authority (RCA) administers the Western Riverside County Multiple Species Habitat Conservation Plan (MSHCP), one of the largest regional conservation programs in California. The MSHCP balances environmental stewardship and responsible growth by conserving habitat for 146 protected species across a 500,000-acre reserve in western Riverside County.

Since 2021, the RCA has been managed by the Riverside County Transportation Commission (RCTC), providing a collaborative approach to conservation, planning, and sustainable infrastructure development. Through the MSHCP, the RCA protects biodiversity, preserves open space, and supports the long-term environmental health and quality of life of the region.

Join our team and make a lasting impact by helping conserve western Riverside County's unique landscapes, protect native wildlife, and support a sustainable future for generations to come!

General Description:

Under general supervision, provides complex analysis and program support in the planning, preparation, implementation, and evaluation of the Regional Conservation Authority (RCA) Multiple Species Habitat Conservation Plan (MSHCP); evaluates the consistency of proposed land development with the MSHCP, prepares consistency documents and biological mitigation measures, develops and assigns biological conditions of approval for land use projects, and conducts biological field work; reviews and provides comments on habitat restoration plans, mitigation documents, and biological monitoring reports; provides a variety of analytical and technical support to program managers and directors to achieve regional conservation and Riverside County Transportation Commission (RCTC) goals; coordinates work and communicates with member agencies, landowners, developers, other public agencies, the public, and other regional conservation working groups; performs related work as required. Receives general supervision from the MSHCP Compliance Manager. May exercise functional or direct supervision over professional, technical, administrative support, and assigned staff.

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 projects and programs, including analysis and implementation of the MSHCP and programs for the management

and protection of wildlife habitats and natural resources, and reserve management and monitoring related to biological resource standards. Incumbents support the work of management staff by providing a professional-level resource for program analyses and studies. Responsibilities include performing biologically diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This class is distinguished from the MSHCP Compliance Manager in that the latter has full management responsibility for all functions of permitting compliance as provided by the MSHCP and associated state and federal endangered species act permits.

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 two (2) years 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.

- Participates in the implementation of the MSHCP; provides technical expertise needed to effectively implement the plan.
- Prepares MSHCP consistency documents including documentation of reserve assembly consistency and biological mitigation measures; develops and assigns biological conditions of approval for land use projects; communicates information to member agencies, landowners, developers, consultants, and other public agencies.
- Reviews biological monitoring reports, habitat restoration plans, mitigation documents, and other environmental data and reports to determine consistency with the MSHCP; makes comments and requests further information as needed to determine the type and nature of appropriate mitigation measures for any biological resources found on properties.
- Works and communicates with consultants, member agency planning departments, United States Fish and Wildlife Service, California Department of Fish and Wildlife, regional conservation working groups, and other stakeholders on MSHCP implementation, including management and monitoring of covered species on conserved lands, specifies specific issues, proposed projects and applications, and requests for information.
- Utilizes Geographic Information System (GIS) application to create maps of areas of interest, conduct analysis to determine consistency with the MSHCP, and map species occurrences.
- Assists in the development of databases to record information from biological reports and mitigation efforts and results.
- Attends and makes presentations to the RCA Board of Directors, RCTC Boards, MSHCP permittees, other committees and governmental agencies, and at staff meetings.
- Coordinates public outreach events; provides information and answers questions pertaining to the MSHCP and related conservation issues in the county.
- Performs site visits of conserved lands, properties of interest, and proposed development sites to evaluate resources in the field.
- Provides technical input and expertise on grant proposals related to species on conserved land.
- Monitors compliance with all applicable policies, rules, regulations, and laws related to regional conservation.

- Stays abreast with legal, regulatory, and policy developments affecting areas of responsibility.
- May manage, coordinate, and complete other special projects as assigned.
- Performs other duties as required.

Knowledge of:
- Methods and procedures for conducting field studies and obtaining research data.
- Natural history, conservation, preservation, wildlife habitat, and endangered species of Riverside County.
- Techniques and procedures for creating, modifying, and interpreting technical documents and maps.
- 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.
- Research, analysis, 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 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:
- 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.
- Read and interpret technical documents such as land records and maps.
- 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 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:

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 RCTC sites; to strenuously hike in open space landscapes; 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 requires great flexibility with working in the field and office. Incumbent will work 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 / PEPRA: 2% @ 62
Up to $2,022.56/month towards Medical Plans
Dental & Vision fully paid by RCTC
401(a) Money Purchase Plan
457 Deferred Compensation
$100,000 Group Life Insurance
Short and Long-Term Disability
9/80 Hybrid Work Schedule
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

11/2026