

## **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

### **EXECUTIVE COMMITTEE SPECIAL MEETING AGENDA**

TIME: **8:45 a.m.**

DATE: **Wednesday, April 13, 2016**

LOCATION: **CONFERENCE ROOM A  
County of Riverside Administrative Center  
4080 Lemon Street, Third Floor, Riverside**

#### **🌀 COMMITTEE MEMBERS 🌀**

Scott Matas, City of Desert Hot Springs – Chair  
John F. Tavaglione, County of Riverside, District 2 – Vice Chair  
Dana Reed, City of Indian Wells – Second Vice Chair  
Daryl R. Busch, City of Perris – Past Chair  
Steven Hernandez, City of Coachella  
Karen Spiegel, City of Corona  
Rick Gibbs, City of Murrieta  
Ben Benoit, City of Wildomar  
Chuck Washington, County of Riverside, District 3  
John J. Benoit, County of Riverside, District 4  
Marion Ashley, County of Riverside, District 5

#### **🌀 AREAS OF RESPONSIBILITY 🌀**

Reviews and makes final decisions on personnel issues  
and office operational matters.

***Comments are welcomed by the Committee. If you wish to provide comments to the Committee, please complete and submit a Speaker Card to the Clerk of the Board.***



# **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

## **EXECUTIVE COMMITTEE SPECIAL MEETING**

**8:45 a.m.**

**WEDNESDAY, APRIL 13, 2016**

**County of Riverside Administrative Center  
Conference Room A  
4080 Lemon Street, Third Floor, Riverside**

*In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting at the Commission office, 4080 Lemon Street, Third Floor, Riverside, CA, and on the Commission's website, [www.rctc.org](http://www.rctc.org).*

*In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (951) 787-7141 if special assistance is needed to participate in a Commission meeting, including accessibility and translation services. Assistance is provided free of charge. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.*

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENTS**
- 4. APPROVAL OF THE MINUTES – MARCH 9, 2016**
- 5. ADDITIONS/REVISIONS** – *The Committee may add an item to the Agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Committee subsequent to the posting of the agenda. An action adding an item to the agenda requires 2/3 vote of the Committee. If there are less than 2/3 of the Committee members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*
- 6. CHANGE TO POSITION CLASSIFICATION**

### ***Overview***

This item is for the Committee to:

- 1) Change the established classification of Capital Projects Contracts and Claims Manager on Range 53 (\$9,310 - \$12,569 per month) to Senior Financial Analyst on Range 43 (\$7,295 - \$9,848 per month); and

- 2) Approve the revised organization chart.

**7. CLOSED SESSION**

**7A. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION**

Pursuant to Government Code Section 54956.9(d)(1)

Case No(s). RIC 1511130 and RIC 1602030

**8. ADJOURNMENT**

# **AGENDA ITEM 4**

## **MINUTES**



# **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

## **EXECUTIVE COMMITTEE**

**MARCH 9, 2016**

### **Special Meeting Minutes**

#### **1. CALL TO ORDER**

The meeting of the Executive Committee was called to order by Chair Scott Matas at 8:48 a.m. in Conference Room A at the County of Riverside Administrative Center 4080 Lemon Street, Third Floor, Riverside, California, 92501.

#### **2. ROLL CALL**

##### **Commissioners Present**

Ben Benoit  
John J. Benoit  
Daryl Busch  
Rick Gibbs  
Scott Matas  
Dana Reed  
Karen Spiegel  
John Tavaglione  
Chuck Washington

##### **Commissioners Absent**

Marion Ashley  
Steven Hernandez

#### **3. PUBLIC COMMENTS**

There were no requests to speak from the public.

#### **4. APPROVAL OF MINUTES**

**M/S/C (B. Benoit/Gibbs) to approve the minutes of Special Executive January 13, January 13, and Special Executive February 18, 2016 meetings as submitted.**

#### **5. ADDITIONS/REVISIONS**

There were no additions or revisions to the agenda.

#### **6. ADOPT RESOLUTION NO. 16-004, "RESOLUTION OF THE RIVERSIDE COUNTY TRANSPORTATION COMMISSION ADOPTING THE RESTATED 401(A) GOVERNMENTAL MONEY PURCHASE PLAN AND TRUST ADOPTION AGREEMENT"**

Beth Gutierrez, Human Resources Administrator, presented the restated 401(a) Governmental Money Purchase Plan and Trust Adoption Agreement.

In response to Commissioner John Benoit's questions if the plan is in addition to CalPERS and if it requires an employee match, Anne Mayer responded this plan is in addition to CalPERS and does not require an employee match. She noted it is factored into the compensation package when the classification and compensation studies are conducted.

Commissioner J. Benoit suggested future consideration of moving the plan contribution into employee salary, for either all staff or a new tier for future hires.

Anne Mayer, Executive Director, recommended this suggestion be considered during the next classification and compensation study.

**M/S/C (J. Benoit/Gibbs) to:**

- 1) **Review the restated Riverside County Transportation Commission 401(a) Governmental Money Purchase Plan and Trust Adoption Agreement, provided by ICMA Retirement Corporation (ICMA); and**
- 2) **Adopt Resolution No. 16-004, *"Resolution of The Riverside County Transportation Commission Adopting the Restated 401(a) Governmental Money Purchase Plan and Trust Adoption Agreement."***

**Abstain: Washington**

**7. CLOSED SESSION**

**7A. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION**

Pursuant to Government Code Section 54956.9(d)(1)  
Case No(s). RIC 1511130 and RIC 1602030

There was no announcement from the Closed Session item.

**8. ADJOURNMENT**

There being no other items to be considered, the Executive Committee meeting adjourned at 9:22 a.m.

Respectfully submitted,



Jennifer Harmon  
Clerk of the Board

# **AGENDA ITEM 6**



**RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

<b>DATE:</b>	April 13, 2016
<b>TO:</b>	Executive Committee
<b>FROM:</b>	Beth Gutierrez, Human Resources Administrator
<b>THROUGH:</b>	Anne Mayer, Executive Director
<b>SUBJECT:</b>	Change to Position Classification

**STAFF RECOMMENDATION:**

This item is for the Committee to:

- 1) Change the established classification of Capital Projects Contracts and Claims Manager on Range 53 (\$9,310 - \$12,569 per month) to Senior Financial Analyst on Range 43 (\$7,295 - \$9,848 per month); and
- 2) Approve the revised organization chart.

**BACKGROUND INFORMATION:**

As discussed at the April 8, 2015 Executive Committee meeting, with the anticipated opening of the State Route 91 Express Lanes in 2017 and the Interstate 15 Express Lanes planned for 2020, the Commission conducted a study to determine the appropriate future structure of the organization. As a result, the Commission added three full-time equivalents (FTE) for FY 2015/16 Toll Operations Manager, Toll Technology Manager, and Senior Management Analyst. The study also identified a need for at least two additional FTE's to be added at a later date as necessary to support the toll operations.

In anticipation of the 2017 opening, staff recommends one additional FTE in the FY 2016/17 budget to handle financial planning, accounting, and reporting activities as well as collecting, compiling, and analyzing financial data for the Express Lanes. This recommended position is consistent with the study recommendations.

Staff recommends changing the current vacant Capital Projects Contracts and Claims Manager FTE, which was added at the April 13, 2011 Executive Committee meeting to a Senior Financial Analyst. This position reclassification not only allows the Commission to meet the initial staffing goals of the study, but also provides a cost-savings to the Commission due to a lowered classification level and salary range. Workload anticipated for the Contracts and Claims Manager position has been and will continue to be performed by existing staff. In addition, this will leave one toll program FTE to be identified at a future date as the program develops.

The approval of this change, along with the revised organization chart, is requested in preparation of the FY 2016/17 budget process. There is no fiscal impact to the Commission and staff will remain at a total of 49 authorized FTE's. A draft of the job description for the Senior Financial Analyst is included with this staff report.

Attachments:

- 1) Senior Financial Analyst Job Description
- 2) Organization Chart



## RIVERSIDE COUNTY TRANSPORTATION COMMISSION

### SENIOR FINANCIAL ANALYST

#### **DEFINITION**

Under general direction, leads or participates in financial planning, accounting, and reporting activities related to various areas of the Commission which may include the RCTC 91 Express Lanes and I-15 Express Lanes (Express Lanes), financial forecasting and analysis, and other related functions.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Deputy Director of Finance. May exercise functional or lead oversight over assigned finance staff.

#### **CLASS CHARACTERISTICS**

This is an advanced journey-level class that independently performs the full range of financial analyst duties, including collecting, compiling, and analyzing financial data for the Express Lanes. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Deputy Director of Finance in that the latter has full management authority in planning, organizing, and directing the full scope of financial and budget administration within the department.

#### **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 all activities related to the Express Lanes accounting and financial programs, including Enterprise Resource Planning (ERP) system general ledger, accounts payable, accounts receivable, capital assets, debt service, revenue generation, procurement, audits, budgeting, cost allocations, project accounting, financial analysis, reporting, and bank reconciliations.
- Maintains and reconciles a variety of accounting ledgers, records, and reports in collaboration with the toll systems' operators.
- Coordinates and performs professional-level financial planning activities related to the Express Lanes including collecting, compiling, and analyzing financial data.
- Performs a broad range of analytical work conducting financial analysis of the Express Lanes to optimize financial processes.
- Analyzes financial, operational, and management data to interpret the composite financial results of capital development and business operations related to the Express Lanes.

- Assists with the coordination and performance of professional-level administrative and programmatic work in procurement and contract administration of Express Lanes activities.
- Conducts a variety of analytical and operational studies regarding departmental activities related to the Express Lanes, including financial, budget, regulatory, operational, or administrative issues or questions; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Prepares and analyzes a variety of complex financial reports, statements, and schedules.
- Participates in the preparation of the annual Express Lanes budget for RCTC.
- Participates in the annual audit of the Express Lanes program; prepares closing journal entries, audit schedules and/or financial reports; provides assistance and information to outside auditors during annual and audit, including responding to questions, gathering data, and compiling reports.
- Communicates and interacts with employees and toll operators regarding Express Lanes financial activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of public agency finance and accounting, including toll/express lanes; researches emerging products and enhancements and their applicability to RCTC needs.
- Monitors changes in regulations and technology that may affect assigned functions and operations; recommends policy and procedural changes, as appropriate.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and report findings, as appropriate.
- Performs other special projects and duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of public agency finance and accounting programs including general and governmental accounting, auditing and financial reporting, contracts management, debt reporting, financial analysis, cost accounting, budgeting, and analytical techniques.
- Principles and practices of public agency budget development and administration, particularly related to enterprise operations.
- Principles of sound financial management policies and procedures.
- Financial database management software (ERP).
- Principles, practices, and techniques of comprehensive financial analysis and business strategies.
- Theory, procedures, methods, and techniques relative to finance, accounting, public finance, procurement, and related regulations.
- Generally Accepted Accounting Principles and Governmental Accounting Standards Board Statements for public sector accounting, including enterprise fund accounting.
- Project and/or program management, analytical processes, and report preparation techniques.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Research, statistical, analytical, and reporting methods, techniques and procedures.
- 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:**

- Plan, organize, and carry out assignments with general direction.
- Conduct research and analytical studies on a wide variety of topics including finance and accounting programs, policies, and procedures.
- Analyze, interpret, summarize, and present financial, administrative and technical information and data in an effective manner.
- Participate in the presentation of financial plans.
- 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.

**Education and Experience:**

*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:*

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, public or business administration, or a related field and five (5) years of progressively responsible finance and accounting experience.

**Licenses and Certifications:**

- Certification as a Public Accountant (CPA) is desirable.
- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

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.

### **ENVIRONMENTAL ELEMENTS**

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.

EFFECTIVE: Pending Executive Committee Approval – April 2016

REVISED:

FLSA: Exempt

PAY RANGE: (43) \$7,295 - \$9,848 per month

FY 16/17

