



**EXECUTIVE COMMITTEE
SPECIAL MEETING AGENDA**

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

DATE: **Wednesday, March 13, 2019**

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

🌀 COMMITTEE MEMBERS 🌀

Chuck Washington, County of Riverside, District 3– Chair
Ben J. Benoit, City of Wildomar – Vice Chair
Jan Harnik, City of Palm Desert – Second Vice Chair
Dana Reed, City of Indian Wells – Past Chair
Lloyd White, City of Beaumont
Brian Berkson, City of Jurupa Valley
Lisa Middleton, City of Palm Springs
Michael S. Naggar, City of Temecula
Karen Spiegel, County of Riverside, District 2
V. Manuel Perez, County of Riverside, District 4
Jeff Hewitt, 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 AGENDA

8:45 A.M.

WEDNESDAY, MARCH 13, 2019

**County of Riverside Administrative Center
March Field Conference Room
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.

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in an Executive Committee meeting, please contact the Clerk of the Board at (951) 787-7141. Notification of at least 48 hours prior to meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENTS**
- 3. APPROVAL OF THE MINUTES – DECEMBER 12, 2018**
- 4. 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.*
- 5. 2019 CLASSIFICATION STUDY RECOMMENDATIONS AND FISCAL YEAR 2019/20 ORGANIZATION RECOMMENDATIONS**
 - 1) Reclassify Management Analyst – Right of Way on range 35 (\$6,211-\$8,385) to Senior Management Analyst – Right of Way on range 43 (\$7,550-\$10,193);
 - 2) Reclassify Management Analyst – Procurement on range 36 (\$6,363-\$8,590) to Senior Procurement Analyst on range 43 (\$7,550 -\$10,193);
 - 3) Reclassify Administrative Assistant on range 17 (\$4,004-\$5,405) to Senior Administrative Assistant on range 25 (\$4,867-\$6,570);

- 4) Approve the addition of a Senior Management Analyst – Toll Program on range 43 (\$7,550-\$10,193);
- 5) Approve the addition of an Accounting Supervisor on range 44 (\$7,734-\$10,441);
- 6) Approve the addition of a Financial Analyst on range 35 (\$6,211-\$8,385);
- 7) Apply a 3.5 percent salary range increase in Fiscal Year 2019/20 to all authorized salary ranges;
- 8) Approve a Consumer Price Index salary range adjustment structure subject to Commission approval of future fiscal year budgets; and
- 9) Direct staff to include these proposed actions in the draft FY 2019/20 operating budget for consideration by the Commission.

6. ADJOURNMENT

AGENDA ITEM 3

MINUTES

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE MEETING MINUTES

December 12, 2018

1. CALL TO ORDER

The meeting of the Executive Committee was called to order by Chairman Dana Reed at 9:07 a.m. in the March Field Conference Room at the County of Riverside Administrative Center, 4080 Lemon Street, Third Floor, Riverside, California, 92501.

ROLL CALL

Commissioners Present

Marion Ashley
Ben Benoit
Dana Reed
John Tavaglione
Chuck Washington
Lloyd White

Commissioners Absent

Rick Gibbs
Kevin Jeffries
V. Manuel Perez
Karen Spiegel
Michael Wilson

2. PUBLIC COMMENTS

There were no requests to speak from the public.

3. APPROVAL OF MINUTES

M/S/C (Washington/Reed) to approve the minutes of June 13, 2018 meeting as submitted.

4. ADDITIONS/REVISIONS

There were no additions or revisions to the agenda.

5. CLOSED SESSION – EXECUTIVE DIRECTOR

5A. Public Employee Performance Evaluation
Title: Executive Director

5B. Conference with Labor Negotiators Pursuant to Section 54957.6

Agency Representative: Chair or Designee
Employee: Executive Director

There were no announcements from the Closed Session items.

6. EXECUTIVE DIRECTOR – EMPLOYMENT CONTRACT

This item is for the Committee to discuss and take possible action on the Executive Director's employment contract.

The Executive Committee unanimously approved the recommended changes to the Executive Director's contract.

7. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 9:25 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Lisa Mobley".

Lisa Mobley
Clerk of the Board

AGENDA ITEM 5

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE:	March 13, 2019
TO:	Executive Committee
FROM:	Beth Gutierrez, Human Resources Administrator
THROUGH:	Anne Mayer, Executive Director
SUBJECT:	2019 Classification Study Recommendations and Fiscal Year 2019/20 Organization Recommendations

STAFF RECOMMENDATION:

This item is for the Committee to:

- 1) Reclassify Management Analyst – Right of Way on range 35 (\$6,211-\$8,385) to Senior Management Analyst – Right of Way on range 43 (\$7,550-\$10,193);
- 2) Reclassify Management Analyst – Procurement on range 36 (\$6,363-\$8,590) to Senior Procurement Analyst on range 43 (\$7,550-\$10,193);
- 3) Reclassify Administrative Assistant on range 17 (\$4,004-\$5,405) to Senior Administrative Assistant on range 25 (\$4,867-\$6,570);
- 4) Approve the addition of a Senior Management Analyst – Toll Program on range 43 (\$7,550-\$10,193);
- 5) Approve the addition of an Accounting Supervisor on range 44 (\$7,734-\$10,441);
- 6) Approve the addition of a Financial Analyst on range 35 (\$6,211-\$8,385);
- 7) Apply a 3.5 percent salary range increase in Fiscal Year 2019/20 to all authorized salary ranges;
- 8) Approve a Consumer Price Index salary range adjustment structure subject to Commission approval of future fiscal year budgets; and
- 9) Direct staff to include these proposed actions in the draft FY 2019/20 operating budget for consideration by the Commission.

BACKGROUND INFORMATION:

Summary of 2019 Classification Study

In January 2019, Koff & Associates (K&A) conducted a classification study for select classifications in various departments at the Commission. An agency-wide compensation study was conducted in 2018, the results of which are still valid with no base salary modifications recommended.

When positions are classified, the focus is on assigned job duties and the job-related requirements for successful performance, not on individual employee capabilities or volume of work performed. Positions are thus evaluated and classified on the basis of such factors as the nature and level of work performed, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budgeted expenditures, contacts with others (both inside and outside of the organization), the impact of the position on the organization, and the knowledge, skills, and abilities required to perform the work.

The classification study on the Management Analyst positions in the Right of Way and Procurement departments and the Administrative Assistant position in External Affairs identified that the expanding job descriptions warranted a position reclassification and a position upgrade for the incumbents in those positions.

Fiscal Year 2019/20 Organization Recommendations

Staff recommends the addition of three positions to the organization in FY 2019/20 in anticipation of the 2020 opening of the 15 Express Lanes and a restructuring of the Finance Department.

In 2012 and in an update in 2014, the Commission conducted a Toll Program Organization Study to help the Commission determine the appropriate future structure of the organization. In 2015, three positions were authorized by the Commission, consistent with the study recommendations, in anticipation of the 2017 91 Express Lanes opening. Two of the additional positions recommended at this time (Senior Management Analyst and Financial Analyst) were also recommended in the organization study and provide full-time support with toll operations and finance. Due to the increased volume and technical nature of accounting and financial reporting activities related to the expanding Commission operations, the third additional position currently recommended (Accounting Supervisor) is necessary to support the organization.

In ensuring the financial support needs of the Toll Department, in April 2016 the Commission approved the conversion of a Capital Projects Claim Manager to a Senior Financial Analyst position in the Finance Department to support the Toll Department. The intent was to ensure adequate coverage of toll accounting and financial issues and the need for a full-time finance staff to work with the Toll Department. In practice, Toll Department accounting and financial matters have been addressed by a Finance team including the Senior Financial Analyst, the Deputy Director of Finance, and an accounting technician. This has been sufficient in the short-term, but the need for a full-time financial analyst as well as additional support from the Finance Department will become more acute with the opening of the new facility.

Filling the positions in advance of opening of the 15 Express Lanes will allow the new positions to conduct operations planning and necessary pre-operational/ramp-up activities. The new positions are outlined as follows:

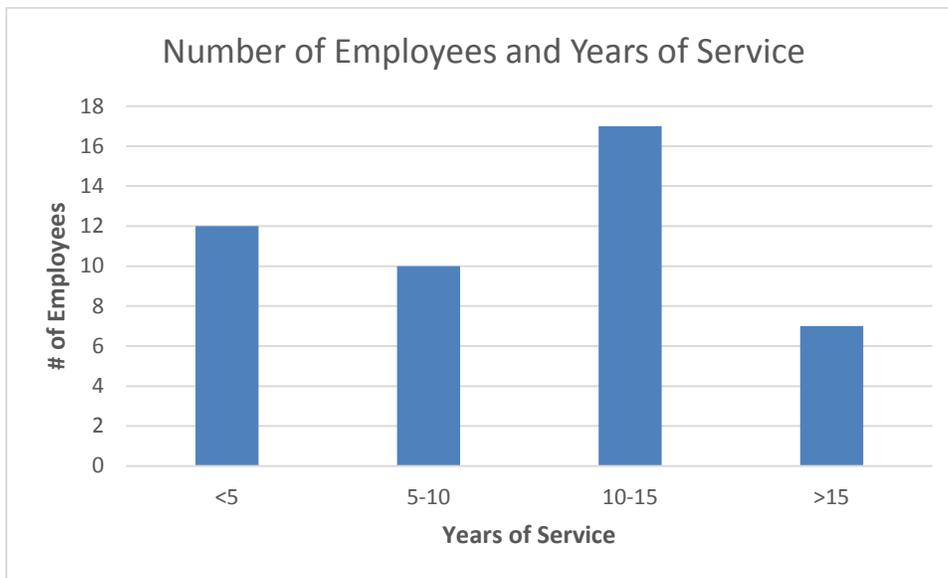
- Senior Management Analyst (Toll) – This position will be responsible for providing a variety of analysis-related tasks for the Toll Program including quantitative and qualitative analysis of all aspects of toll operations and administration, customer service initiatives, and policy/legislative analysis. Staff anticipates recruiting for this position with an anticipated hire no later than fall 2019.
- Accounting Supervisor— This position will plan, direct, administer, supervise, and participate in the daily operations and activities of a variety of accounting functions, including performing complex and technical accounting, financial reporting, payroll, accounts and grants receivable, accounts payable, cash receipts, project accounting, capital assets, and debt administration; implement internal control procedures and ensures accounting standards are met; and coordinate and provide support for the annual audit. Staff anticipates recruiting for this position with an anticipated hire no later than late summer 2019.

- Financial Analyst – This position would be responsible for day-to-day enterprise accounting transactions supporting the RCTC 91 Express Lanes and 15 Express Lanes operations. This position would be the point of contact with the express lanes back office supporting the day-to-day transactions that are reconciled and recorded in the ERP. In summary, this would provide a minimum of 1.5 Full Time Equivalents (FTEs) for Finance support of the Toll Department and will likely exceed the minimum with continued support from the Chief Financial Officer and the Deputy Director of Finance. Staff anticipates recruiting for this position with an anticipated hire no later than December 2019.

Staff requests approval of these positions, along with the revised organizational chart, in preparation for the FY 2019/20 budget process. The fiscal impacts for the addition of three FTEs will be reflected in the FY 2019/20 budget and will increase Commission staff to a total of 54 authorized FTEs. Drafts of the job descriptions for all of these positions are included with this staff report.

Cost of Living Increases to Authorized Salary Ranges

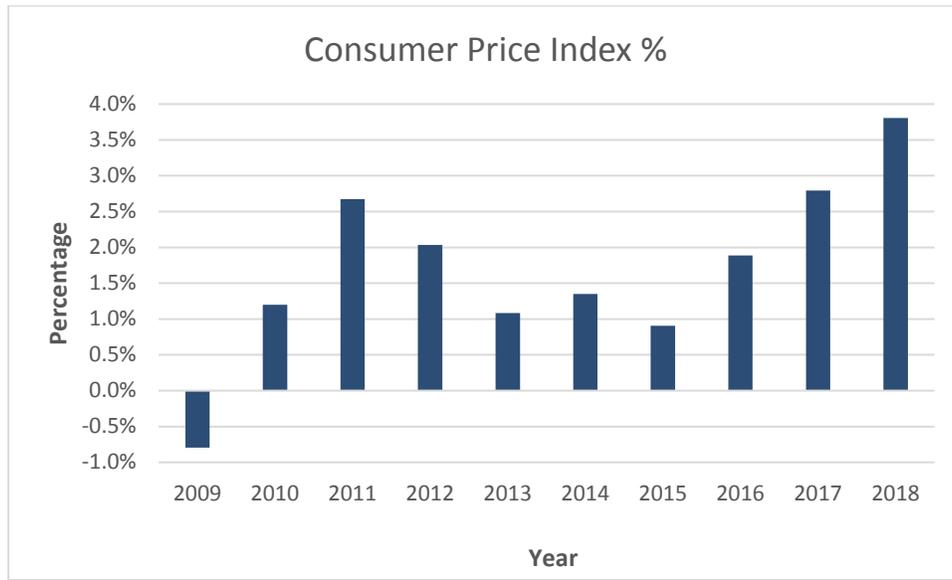
During this most recent Compensation Study, K&A reported that Los Angeles County Metropolitan Transportation Authority and Contra Costa Transportation Authority are planning to implement salary range increases to their salary ranges in the FY 2019/20 budget process. In further discussions with K&A, it learned that other agencies are discussing the option of recommending salary range increases to their Boards in the near future. As mentioned previously, the Commission has a small staff in a flat organization with low turnover. Staff considers these strengths of the organization, and the length of tenure for staff is impressive and directly linked to the success of the organization.



The above chart demonstrates that approximately half of the Commission’s staff have been employed at the Commission for more than 10 years. Longevity can often lead to an employee bumping up to the top of their salary range which can impact morale and staff retention since many are no longer able to vie for merit increases because they have already hit their salary limit. The Commission currently has eight employees who are within 2 percent of the top of their salary range, and five more will reach that level

within a year assuming they earn merit increases during this fiscal year. Many of the staff who are at or near the maximum of their salary range have been in their positions for much of their Commission tenure.

The following chart shows the annual Consumer Price Index (CPI) for the previous 10-year period. This historical data demonstrates the cyclical nature of the CPI and an upward trend over the past few years. It is reasonable to assume with interest rate increases anticipated in the near future that the CPI will continue to increase or level off in the next 2 years.



Staff requests that the Commission allow for a 3.5 percent Salary Range increase in FY 2019/20 to all of the authorized salary ranges. This will ensure that the Commission remains competitive with the market and provides for limited merit increases for a number of long tenured employees. This request is conservative in that it provides for a cost of living increase less than the cumulative CPI increases since 2015 as shown above.

Based on industry best practices and in an effort to keep up with inflation and increasing cost of living, staff recommends a policy of applying an annual Cost of Living Adjustment (COLA) to the Commission’s salary range structure. This would ensure that the Commission’s salary ranges keep up with the market and remain competitive in the labor market. At the same time, the COLA would not be automatically applied to current employees’ salaries but employees would continue earning any salary increases only through the Commission’s performance management process.

Staff recommends that the COLA will be predicated on the percent change in the CPI – All Urban Wage Earners, covering Riverside, CA) for the 12 month period ending December 31, rounded to the nearest half a percent, with a maximum adjustment of 4 percent. The COLA will be equal to the CPI but no less than 0 percent and no greater than 4 percent. Staff will present a recommendation for a COLA to the Board each year for approval. In addition, if the CPI is greater than 3 percent, the adjustment to the Commission’s salary structure will be automatic, i.e., no Board approval will be sought, but no greater than 4 percent.

It is important to note that this will not result in an immediate salary increase for staff. Merit increases will remain based upon job performance and based on the budget approved by the Commission each year.

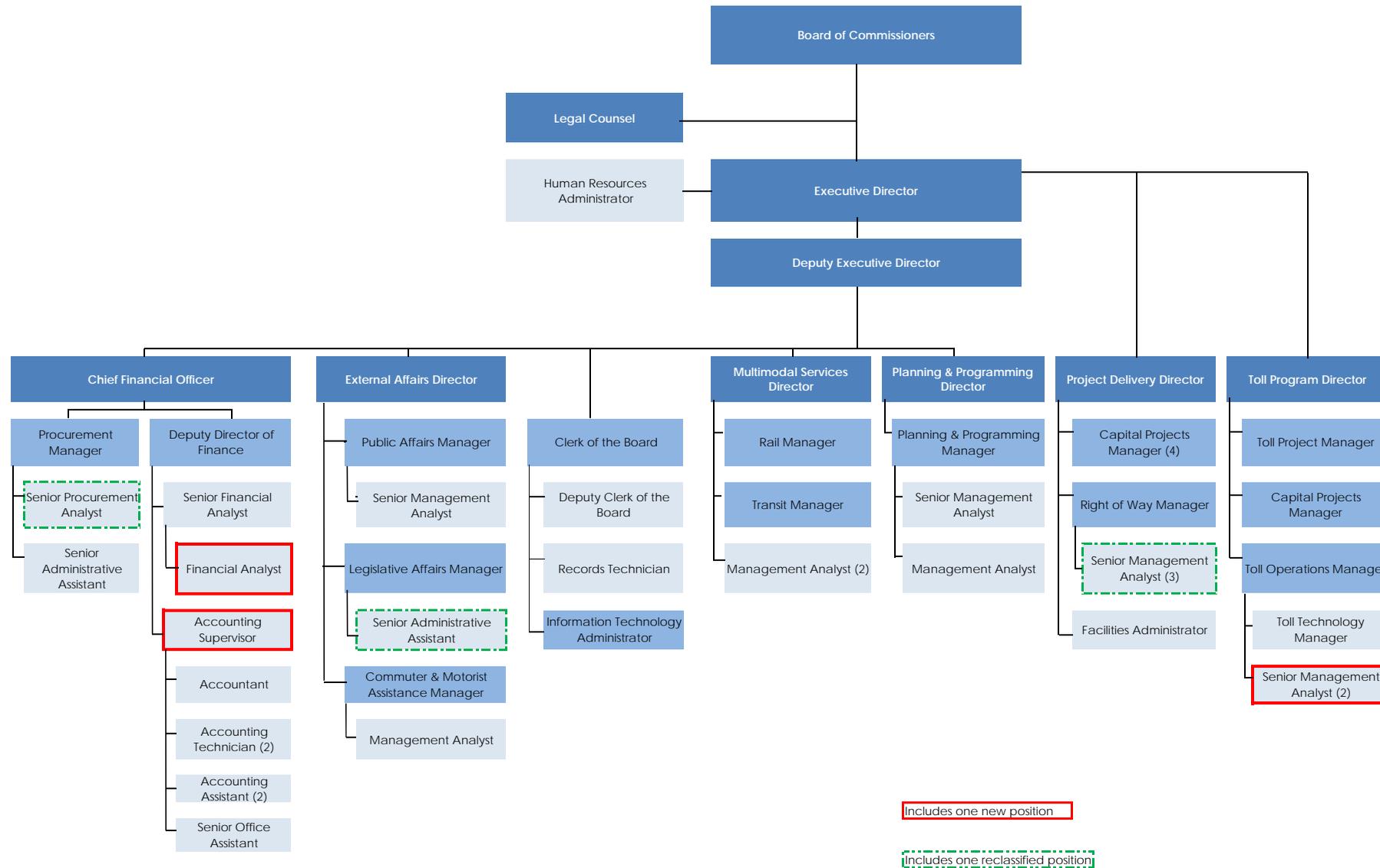
Financial Information					
In Fiscal Year Budget:	Yes N/A	Year:	FY 2018/19 FY 2019/20	Amount:	\$8,800 \$450,800
Source of Funds:	2009 Measure A, Local Transportation Funds, State Transit Assistance, Transportation Uniform Mitigation Fee, and Motorist Assistance funds; other state and federal assistance, as applicable			Budget Adjustment:	No N/A
GL/Project Accounting No.:	XXX- XX-6XXXX (various funds-departments-salaries and benefits)				
Fiscal Procedures Approved:	<i>Theresa Iuvino</i>			Date:	03/06/2019

Attachments:

- 1) FY 2019/20 Proposed Organization Chart
- 2) FY 2019/20 Proposed Salary Ranges including 3.5 percent increase
- 3) Senior Procurement Analyst Job Description (Draft)
- 4) Accounting Supervisor Job Description (Draft)
- 5) Financial Analyst Job Description (Draft)

DRAFT

FY 2019/20 Organization Chart (54 FTEs)



DRAFT

Riverside County Transportation Commission				
Salary Range by Class Title				
FY19/20 - Effective July 4, 2019				
Salary Range	Class Title	Range Minimum (1)	Control Point (1)	Range Maximum (1)
83	Executive Director	\$20,734	\$25,446	\$27,991
75	Deputy Executive Director	\$17,058	\$20,935	\$23,028
71	Toll Program Director	\$15,472	\$18,988	\$20,887
67	Chief Financial Officer	\$14,034	\$17,223	\$18,945
67	Project Delivery Director	\$14,034	\$17,223	\$18,945
65	Toll Project Manager	\$13,365	\$16,403	\$18,043
63	Planning and Programming Director	\$12,729	\$15,622	\$17,184
63	Multimodal Services Director	\$12,729	\$15,622	\$17,184
63	External Affairs Director	\$12,729	\$15,622	\$17,184
63	Toll Operations Manager	\$12,729	\$15,622	\$17,184
57	Deputy Director of Finance	\$10,996	\$13,495	\$14,844
53	Capital Projects Manager	\$9,973	\$12,240	\$13,464
53	Procurement Manager	\$9,973	\$12,240	\$13,464
53	Right of Way Manager	\$9,973	\$12,240	\$13,464
53	Toll Technology Manager	\$9,973	\$12,240	\$13,464
51	Planning and Programming Manager	\$9,498	\$11,657	\$12,823
51	Commuter/Motorist Assistance Manager	\$9,498	\$11,657	\$12,823
51	Rail Manager	\$9,498	\$11,657	\$12,823
51	Legislative Affairs Manager	\$9,498	\$11,657	\$12,823
51	Transit Manager	\$9,498	\$11,657	\$12,823
51	Goods Movement Manager	\$9,498	\$11,657	\$12,823
51	Public Affairs Manager	\$9,498	\$11,657	\$12,823
45	Human Resources Administrator	\$8,205	\$10,070	\$11,077
45	IT Administrator	\$8,205	\$10,070	\$11,077
45	Facilities Administrator	\$8,205	\$10,070	\$11,077
45	Clerk of the Board	\$8,205	\$10,070	\$11,077
44	Accounting Supervisor	\$8,005	\$9,824	\$10,807
43	Senior Management Analyst	\$7,814	\$9,590	\$10,549
43	Senior Procurement Analyst	\$7,814	\$9,590	\$10,549
43	Senior Financial Analyst	\$7,814	\$9,590	\$10,549
36	Procurement Analyst	\$6,586	\$8,083	\$8,891
35	Management Analyst	\$6,429	\$7,890	\$8,679
35	Financial Analyst	\$6,429	\$7,890	\$8,679
33	Accountant	\$6,123	\$7,514	\$8,266
32	Deputy Clerk of the Board	\$5,973	\$7,331	\$8,064
25	Senior Administrative Assistant	\$5,037	\$6,182	\$6,800
25	Accounting Technician	\$5,037	\$6,182	\$6,800
17	Administrative Assistant	\$4,144	\$5,086	\$5,595
17	Records Technician	\$4,144	\$5,086	\$5,595
17	Accounting Assistant	\$4,144	\$5,086	\$5,595
13	Senior Office Assistant	\$3,759	\$4,613	\$5,074

(1) Salary Ranges may be adjusted, as approved, by the Commission



RIVERSIDE COUNTY TRANSPORTATION COMMISSION

SENIOR PROCUREMENT ANALYST

DEFINITION

Under general supervision, develops and manages complex contracts for a wide range of services in accordance with RCTC procurement procedures and legal requirements; analyzes procurement and contract administration practices and procedures and makes recommendations for policy and procedural improvements in; develops, summarizes, and maintains administrative and fiscal records; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Procurement Manager. May exercise functional or direct supervision over assigned administrative support staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Procurement Analyst series. Incumbents serve as subject matter experts for developing requests for proposals, soliciting bids, and managing contracts. Incumbents support the work of management staff by providing a professional-level resource for program, budgetary, 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 Procurement Manager in that the latter has full management authority in planning, organizing, and directing the full scope of professional procurement and contract administration operations 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.

- Coordinates procurements and manages contracts for services and products such as, but not limited to, architectural and engineering services. Participates in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the procurement program.
- Ensures that procurements follow all guidelines and regulations to secure state and federal funding.
- Researches and develops detailed product and/or service specifications and establishes contract terms; confers with department staff to resolve questions regarding intent and expected use of goods and services, specification definitions, and scope of work statements.
- Develops bid invitations and solicitations, formal and informal bids, requests for qualifications/quotes/proposals, and addenda while ensuring legal and contractual provisions are included to protect RCTC's interests.

- Prepares and distributes notifications to vendors on RCTC mailing lists, Disadvantaged Business Enterprise (DBE) businesses, and others; places advertisements in local newspapers.
- Schedules and leads pre-bids and pre-proposal conferences and job walks; writes and posts addendums.
- Leads and participates in the evaluation of bids; develops evaluation criteria and materials; performs price/cost analyses and assesses the quality and suitability of proposed services and purchases; recommends modifications as needed; summarizes bid responses and prepares documentation; participates in selection of contractors and vendors; conducts reference checks; participates in contract negotiations.
- Drafts contracts ensuring legal requirements are incorporated and enforced; coordinates review of contract documents with legal counsel; prepares agenda items, including staff report and supporting documentation for Commission approval.
- Ensures contractor compliance with provisions, including the maintenance of required insurance; develops, implements, and maintains an insurance tracking system and ensures that all insurance certificates are in compliance with current contract requirements; develops contract amendments and extensions as needed; monitors contractor performance and takes or recommends necessary remedial action to enforce compliance with provisions; researches and resolves discrepancies.
- Manages the e-procurement system including vendor registration database and distribution of solicitations.
- Provides guidance and assistance to RCTC staff on data and reporting related to procurements in the financial management system purchasing and contracts modules.
- Reviews and processes purchase order requests.
- Coordinates and implements outreach programs for DBE businesses for participation in construction, procurement, and professional service contracts.
- Serves as a liaison to employees, the public, private organizations, government agencies, community groups, and other organizations; provides information and assistance regarding procurement programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Conducts a variety of analytical and operational studies regarding departmental and procurement activities, 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.
- Researches, analyzes, and reports a variety of program data and statistics to local, state, and federal agencies to ensure program compliance with policies, procedures, and legal and regulatory requirements.
- Maintains accurate records and files; develops storage of records and retention schedules.
- Performs other special projects and duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency procurement and purchasing programs including competitive bidding procedures and supply chain management.
- Principles, practices, and techniques of managing procurement contracts and enforcing contract provisions.
- Principles and practices of sound financial management policies and procedures.
- Advanced project and/or program management, analytical processes, and report preparation techniques.
- Advanced organizational and management practices as applied to the analysis, evaluation, development, and implementation of procurement and contract management 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:

- Participates in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the procurement program.
- Develop, plan, manage, and administer complex contracts in an independent and cooperative manner, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
- Conduct research on a wide variety of administrative topics including procurement and contract administration programs, policies, and procedures.
- 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.

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 experience in purchasing, contract administration, or procurement services.

Licenses and Certifications:

- 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: March 13, 2019
FLSA: Exempt
PAY RANGE: (43) \$7,550 - \$10,193 monthly



RIVERSIDE COUNTY TRANSPORTATION COMMISSION

ACCOUNTING SUPERVISOR

DEFINITION

Under general direction, plans, directs, administers, supervises, and participates in the daily operations and activities of a variety of accounting functions, including performing complex and technical accounting, financial reporting, payroll, accounts and grants receivable, accounts payable, cash receipts, project accounting, capital assets, and debt administration; implements internal control procedures and ensures accounting standards are met; coordinates and provides support for the annual audit; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Director of Finance. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class that exercises independent judgment on diverse and specialized accounting and reporting functions and has significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent organizes and oversees day-to-day accounting processing, reporting, and record keeping activities and is responsible for providing technical accounting support to the Deputy Director of Finance in a variety of areas. Responsibilities include oversight of the accounts and grants receivable, accounts payable, payroll, project accounting, capital assets, general ledger (including budgetary, revenue and cost records), and debt administration processing functions, in addition to reconciliation and financial report preparation activities. 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 professional accounting and finance operations 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.

- Plans, organizes, assigns, supervises, and reviews the work of technical accounting and office support staff in the Finance Department; trains staff in work procedures and processes; provides policy guidance and interpretation to staff; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in recruitment and selection .
- Monitors activities of the assigned work unit; determines and recommends staffing needs for assigned activities and projects; recommends improvements and modifications and prepares various reports on operations and activities, including workload and workflow statistics.

- Recommends and implements goals, objectives, policies, and procedures; establishes schedules and methods for assigned accounting functions.
- Prepares detailed revenue and cost estimates with appropriate justification, as required; maintains a variety of records and prepares routine reports of work performance.
- Supervises and coordinates the work of employees responsible for accounts payable, accounts and grants receivable, cash receipts, general ledger, payroll processing, Form 1099 processing, project accounting, bond reconciliation, and capital assets; maintains internal control procedures and ensures that accounting standards are met.
- Supervises and participates in the reconciliation and maintenance of the general ledger and subsidiary ledgers to a variety of source documents and forms; supervises and participates in the analysis and reconciliation of trustee accounts and investment reports; maintains budgetary, revenue, and cost records; reviews and approves a wide variety of journal entries.
- Participates in the annual budget preparation; assists staff in the preparation and completion of budget worksheets and supporting documentation; assists in the compilation of the annual budget document; coordinates the input of the adopted budget in the Enterprise Resource Planning (ERP) System; prepares budget adjustments and monitors budget lines for overages; resolves variances and issues with appropriate department and staff.
- Reviews, assists with, and approves monthly revenue bond statement reconciliations and journal entries; assists in the preparation of bond requisitions for reimbursements; assists in the preparation of the quarterly investment report.
- Supports the preliminary and annual audit by coordinating staff resources and providing information and answers to the auditors; prepares and reviews audit entries and schedules; prepares annual financial reports; coordinates with Senior Financial Analyst and provides assistance to the Deputy Director of Finance, and Chief Financial Officer regarding preparation of various complex financial reports.
- Prepares and maintains a variety of financial records and reports related to the general ledger, debt administration and related advances, and investment activities; performs complex reconciliations and analyses; posts information for assigned accounting activities to the general ledger.
- Maintains the operations of assigned modules on the (ERP) System; responds to end user ERP problems; provides technical support to end users by investigating and troubleshooting ERP problems with the information technology consultant and/or software vendor for resolution.
- Researches and responds to inquiries and requests in support of senior management staff; prepares and presents reports and other correspondence to staff as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public agency finance and accounting; researches emerging products and enhancements and their applicability to RCTC needs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of public agency finance, including general and governmental accounting, auditing, and reporting functions.

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and procedures of record keeping and reporting.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and RCTC staff, in person and over the telephone.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, select, train, motivate, and evaluate the work of staff.
- Plan, organize, administer, coordinate, review, evaluate, and personally participate in comprehensive accounting functions.
- Prepare and maintain clear and accurate financial reports, correspondence, policies, procedures, and other written materials.
- Analyze complex accounting and/or fiscal issues and recommend resolutions.
- Verify the accuracy of financial data and information.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- 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.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Understand and operate modern office equipment including computer equipment and specialized software applications programs, including ERPs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, and prudence within general policy, procedural, and legal guidelines.
- 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 an Associate's degree from an accredited college with major coursework in accounting, finance, public or business administration, or a related field and five (5) or more years of increasingly responsible technical accounting experience, preferably in municipal accounting.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

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. 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: July 4, 2019
FLSA: Exempt
PAY RANGE: (44) \$7,734 - \$10,441 per month



RIVERSIDE COUNTY TRANSPORTATION COMMISSION

FINANCIAL ANALYST

JOB SUMMARY

Under general direction by the Senior Financial Analyst or Deputy Director of Finance, participates in accounting and reporting activities related to the Commission's enterprise operations, financial analysis, and other related functions.

CLASS CHARACTERISTICS

This is a journey-level class that performs the full range of financial analyst duties, including collecting, compiling, and analyzing financial data for the RCTC 91 Express Lanes and 15 Express Lanes (Express Lanes). Positions at this level receive 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 Senior Financial Analyst in that the later has authority in planning, organizing, or directing financial and budget administration within the department.

EXAMPLES OF ESSENTIAL FUNCTIONS

- Participates in all day-to-day 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, audits, budgeting, cost allocations, quarterly and year-end accruals, project accounting, financial analysis, reporting, and bank reconciliations.
- Maintains and reconciles a variety of accounting ledgers, records, and reports in collaboration with the tolls systems' operators; analyzes and reconciles trustee and custodial accounts.
- Collects, summarizes, and analyzes complex financial data for monthly, quarterly, and annual reports.
- Participates in the preparation and completion of the annual Express Lanes budget; participates in the input of the annual adopted budget into the ERP system; prepares budget adjustments and monitors budget lines for overages; resolves variances and issues with appropriate Express Lanes staff.

- Participates in the preparation and completion of the annual audit of the Express Lanes operations; prepares closing journal entries, audit schedules and/or financial reports; provides assistance and information to outside auditors during annual 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 the fields of public agency finance and accounting, including enterprise fund accounting.
- Receives, investigates, and responds to inquiries and requests in a professional manner, identifies and report findings, as appropriate.
- Performs other special projects and duties as assigned.

The preceding functions have been provided as examples of the types of work performed by employees assigned to this job classification. 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.

SIGNIFICANT RELATIONSHIPS

This position interacts routinely with internal staff, Commissioners, toll service provider back office staff, local agency partners, financial services institutions, consultants, and legal counsel.

QUALIFICATIONS GUIDELINES

Education/Training/Experience:

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 three (3) years of progressively responsible finance and accounting experience.

Knowledge:

- 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.

Skills/Abilities:

- 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.

Physical Elements: This classification works mainly in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The ability to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than 20 pounds.

Special Requirements: Possession of a valid Class C California driver's license and an acceptable driving record in order to attend a variety of meetings on behalf of the agency.

EFFECTIVE: July 4, 2019

FLSA: Exempt

PAY RANGE: (35) \$6,211 - \$8,385 per month