

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE SPECIAL MEETING AGENDA

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

DATE: **Wednesday, June 8, 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, JUNE 8, 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.

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 – APRIL 13, 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. ORGANIZATIONAL CHANGES

Overview

This item is for the Committee to:

- 1) Reclassify the Government Relations Manager on Range 51 (\$8,867 - \$11,970 per month) to an External Affairs Director on Range 63 (\$11,883 - 16,041 per month). This position will be part of the Management Team and will be responsible for developing a unifying approach to all of the Commission's external relationships including legislative and community affairs;
- 2) Reclassify the vacant Capital Projects Manager on Range 53 (\$9,310 - \$12,569 per month) to a Legislative Affairs Manager on Range 51, (\$8,867 - \$11,970 per month). This position will focus on issues pertaining to state and federal legislation and public policy;
- 3) Approve the revised organization chart; and
- 4) Forward the revised FY 2016/17 Salary Ranges schedule to the Commission for final adoption.

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

APRIL 13, 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

Marion Ashley
Ben Benoit
Daryl Busch
Rick Gibbs
Steven Hernandez*
Scott Matas
Dana Reed
Karen Spiegel
John Tavaglione*
Chuck Washington

Commissioners Absent

John J. Benoit

*Arrived after the meeting was called to order

3. PUBLIC COMMENTS

There were no requests to speak from the public.

4. APPROVAL OF MINUTES

M/S/C (Gibbs/Busch) to approve the minutes of Special Executive March 13, 2016 meetings as submitted.

5. ADDITIONS/REVISIONS

There were no additions or revisions to the agenda.

6. CHANGE TO POSITION CLASSIFICATION

Beth Gutierrez, Human Resources Administrator, presented the proposed change in classification and the revised organization chart.

M/S/C (Reed/Gibbs) 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

At this time, Commissioner Ashley recused himself from the closed session items. Commissioners Steven Hernandez and John Tavaglione joined the meeting.

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 9:25 a.m.

Respectfully submitted,



Jennifer Harmon
Clerk of the Board

AGENDA ITEM 6

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

| | |
|-----------------|---|
| DATE: | June 8, 2016 |
| TO: | Executive Committee |
| FROM: | Beth Gutierrez, Human Resources Administrator |
| THROUGH: | Anne Mayer, Executive Director |
| SUBJECT: | Organizational Changes |

STAFF RECOMMENDATION:

This item is for the Committee to:

- 1) Reclassify the Government Relations Manager on Range 51 (\$8,867 - \$11,970 per month) to an External Affairs Director on Range 63 (\$11,883 - 16,041 per month). This position will be part of the Management Team and will be responsible for developing a unifying approach to all of the Commission’s external relationships including legislative and community affairs;
- 2) Reclassify the vacant Capital Projects Manager on Range 53 (\$9,310 - \$12,569 per month) to a Legislative Affairs Manager on Range 51, (\$8,867 - \$11,970 per month). This position will focus on issues pertaining to state and federal legislation and public policy;
- 3) Approve the revised organization chart; and
- 4) Forward the revised FY 2016/17 Salary Ranges schedule to the Commission for final adoption.

BACKGROUND INFORMATION:

At the January 2016 Commission Workshop, the following actions were taken:

- 1) Direct staff to prepare the Commission’s Fiscal Year 2016/17 Budget to accommodate procurement of a Countywide Integrated Long Range Transportation Plan;
- 2) Direct staff to prepare the Commission’s FY 2016/17 Budget to accommodate procurement of a “next generation” toll feasibility study;
- 3) Direct staff to prepare the Commission’s FY 2016/17 Budget to accommodate procurement of a “next generation” rail feasibility study, emphasizing alternative rail service models, alternative project delivery approaches, and intra-county service;
- 4) Direct staff to prepare the Commission’s FY 2016/17 Budget to accommodate additional resources needed to execute a long-term communications and customer engagement strategy for the purposes of public education and customer service;

- 5) Establish Commission policies to encourage funding and development of projects and programs to accommodate and support multiple travel choices such as added capacity, access to public transit, and active transportation modes including bicycling and walking;
- 6) Direct staff to provide recommendations for updating funding allocation policies of current revenue streams;
- 7) Authorize development of the 2019-2029 Measure A Western Riverside Highway Delivery Plan (2019-2029 Delivery Plan):
 - a) The 2019-2029 Delivery Plan shall commit to fulfilling commitments deferred in the 2009-2019 Measure A Western Riverside Highway Delivery Plan (2009-2019 Delivery Plan):
 - i. Interstate 15 Express Lanes between Cajalco Road and State Route 74:
 1. Direct staff to prepare the Commission's FY 2016/17 Budget to provide funding to initiate project development;
 - ii. 71/91 Interchange;
 - iii. North-facing connector between SR-91 and I-15; and
 - iv. Continued progress and evaluation of CETAP and alternative corridors.
 - b) Development of the 2019-2029 Delivery Plan shall include a comprehensive phasing and prioritization study to determine if/how projects can be scaled or deferred to reflect funding constraints, state and federal policy challenges, and expected technological innovations; and
- 8) Adopt as a Commission objective to consider an additional local sales tax measure to Riverside County voters on the November 2018 or 2020 ballot if feasible.

Consultant resources, as directed, have been included in the proposed FY 2016/17 Commission budget to initiate these actions. The majority of these actions will be accomplished utilizing various consultant contracts under the supervision and direction of staff.

The current proposed FY 2016/17 budget did not include any changes to the Commission's organizational structure; however, a key staff member recently announced plans to retire in July. Consequently work assignments and staffing needs have been evaluated in order to successfully implement the strategic initiatives outlined above.

Therefore, executive staff proposes to reclassify the existing Government Relations Manager position to an External Affairs Director position. This reclassification will reflect the expanded duties already performed by the incumbent in the position as well as ensure the classification is appropriately designated at the management team level.

It is also proposed to reclassify a vacant Capital Projects Manager position to a Legislative Affairs Manager. Given the projected workload in the Capital Program between now and 2020, the reclassification appropriately shifts the position to the area of identified need. The attached job descriptions summarize the job responsibilities of each.

In addition to the reclassifications, the pending Goods Movement Manager vacancy will be underfilled at the Senior Management Analyst level. This underfill will provide needed support at the analyst level while at the same time reducing costs and allowing professional development opportunities for staff.

These initiatives are significant and will require a level of coordination and outreach to community members, stakeholders, and elected officials. At the same time, the Commission has very large, complex projects which require communication to the public in real-time utilizing social media and traditional media outlets. The proposed organization changes will effectively align roles and responsibilities and, at the same time, efficiently and prudently utilize existing resources.

Organizational Change Implementation

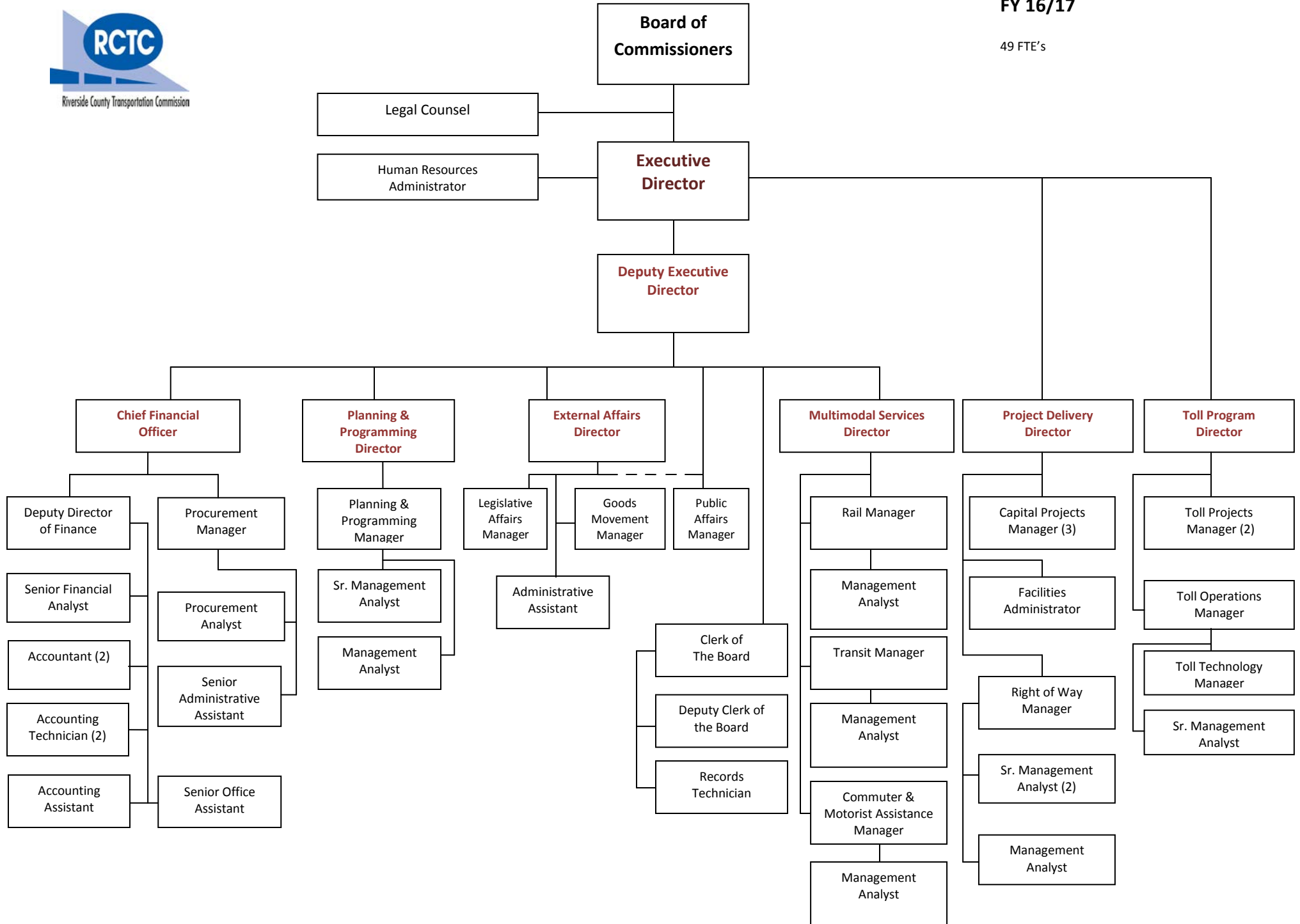
The proposed reclassifications and underfill of the upcoming vacancy will appropriately align the organization’s positions with the responsibilities necessary to implement the strategic initiatives. The reclassification of existing positions in lieu of the creation of new positions will be consistent with the proposed positions and budget for FY 2016/17; therefore, no budget adjustments will be necessary. There is no financial impact, as the reclassifications are estimated to produce de minimis savings. Additionally, as a result of these changes, the Commission will not exceed the 1 percent Measure A limitation on administrative salaries and benefits.

Upon Executive Committee approval of these staff changes, the revised FY 2016/17 Salary Ranges schedule will be forwarded to the Commission for adoption at its July meeting.

| Financial Information | | | | | |
|-----------------------------|--|-------|--------------------|---------|------------|
| In Fiscal Year Budget: | Yes | Year: | FY 2016/17 | Amount: | \$0 |
| Source of Funds: | Measure A; Local Transportation Funds; and other federal, state, and local funds | | Budget Adjustment: | No | |
| GL/Project Accounting No.: | XXX-XX-60001 Salaries XXX-XX-61401 Fringe Benefits | | | | |
| Fiscal Procedures Approved: | <i>Theresa Trevino</i> | | | Date: | 05/31/2016 |

Attachments:

- 1) Proposed Organization Chart
- 2) External Affairs Director Job Description
- 3) Legislative Affairs Manager Job Description
- 4) FY 2016/17 Salary Range Schedule





RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXTERNAL AFFAIRS DIRECTOR

DEFINITION

Under general direction, plans, manages, and provides oversight for a comprehensive government relations and legislative program in support of RCTC projects and programs; directs the work of contract legislative advocates at the local, state and federal levels; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Deputy Executive Director. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a Department Head classification that oversees, directs, and participates in all activities related to the Government Relations, Public Affairs, and External Affairs Department. This class provides assistance to the Deputy Executive Director in a variety of administrative, coordinative, analytical, and liaison capacities. This position must perform as a subject matter expert in researching, analyzing, and evaluating complex federal and state legislation, issues, regulations, and policies that impact RCTC programs and projects, and is required to have advanced knowledge of legislative and regulatory processes. Responsibilities also include the ability to oversee a diverse communication and public affairs program in support of RCTC projects and programs. Successful performance of the work requires an extensive professional background as well as skill in coordinating communications and public outreach program work.

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.

- Direct the operations and activities of RCTC's government relations and legislative program and special projects.

- Brand the Commission's programs, projects, and initiatives with the public and key stakeholders.
- Assist in implementing elements of the RCTC Strategic Assessment.
- Oversee the operations and activities of the public affairs communications, projects, and programs.
- Direct and oversee the management of the Commission Website through supervision of the Senior Management Analyst, External Affairs.
- Responsible for building and maintaining relationships with external stakeholders in support of the Commission's government relations and communications objectives.
- Oversees and evaluates the impact of proposed and current federal and state legislation, legislative issues, budget issues, regulations, and policies on RCTC projects and programs; develops and presents analysis and recommendations on RCTC's position and implementation strategies to the Deputy Executive Director, Executive Director, and the Commission.
- Provides consultation and advice to executive management on communications and political strategies.
- Presents policies, political action, and RCTC's position to elected officials on issues affecting transportation at the regional, state, and federal levels.
- Writes proposed amendments to legislation; authors letters in support or opposition to bills; drafts testimonies for elected officials or the Executive Director.
- Plans, organizes, and implements activities to further RCTC's legislative interests.
- Strategizes and develops RCTC's legislative platform and approach for advancing RCTC's interests at the state and federal level in terms of funding and policy.
- Represents RCTC at community, intergovernmental, and business meetings, including City Council meetings, public hearings, advocacy association meetings, and Chamber of Commerce meetings, and before transportation special interest groups at the regional, state, and national levels.
- Directs and evaluates the work of contract lobbyists in Washington, DC and Sacramento to influence state and federal decisions affecting transportation.
- Testifies to legislative committees on behalf of RCTC as needed; travels to Washington, DC and Sacramento to brief members of congress, the state legislature, the administration, and their staff on transportation issues as needed.
- Coordinates travel, meetings, and logistics for executive management and elected officials as part of RCTC's legislative advocacy program.
- Participates in the preparation and administration of the budgets for assigned government relations and legislative programs; forecasts additional funds needed for materials and supplies.
- Conducts a variety of analytical and operational studies regarding legislative and policy activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, policy, and/or operational changes after approval; prepares comprehensive technical records and reports.
- Monitors legislation and regulations and other governmental requirements regarding the financing, delivery and operations for toll facilities.
- Performs other duties as required.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices including goal setting, program development, implementation, and evaluation.
- 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 government relations and legislative program goal setting, development, implementation, and evaluation.
- Legislative practices and processes and operations of government at local, state, and federal levels.
- Principles, practices, concepts, and methods of state and federal legislation research, development, analysis, and evaluation.
- Methods, techniques, and procedures of effective state and federal legislative advocacy.
- Principles, practices, and processes of policy development.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of public speaking.
- Basic principles and practices of budget development, administration, and accountability.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures related to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to government relations and legislative programs.
- 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:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and RCTC.
- Plan, research, organize, coordinate, and implement comprehensive government relations and legislative programs.
- Perform responsible and difficult legislative research, development, analysis, and evaluation involving the use of independent judgment and personal initiative.

- Build consensus and coalitions and lead a diverse group toward common goals.
- Analyze, interpret, summarize, and present technical and legal information and data in an effective manner.
- Develop effective legislative outreach strategies and campaigns; work effectively with diverse groups of different ages and various socio-economic backgrounds; listen to and discuss problems and complaints tactfully.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
- 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 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, 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 graduation from an accredited college or university with major coursework in business administration, public administration, government, legal, or political sciences, or a related field and ten (10) years of professional experience in legislative research, analysis, evaluation, and advocacy at the state and/or federal level or a related field, including at least six (6) years in a management capacity.

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: July 2016

REVISED:

FLSA: Exempt

PAY RANGE: (63) \$11,883 - \$16,041 per month



RIVERSIDE COUNTY TRANSPORTATION COMMISSION

LEGISLATIVE AFFAIRS MANAGER

DEFINITION

Under general supervision, plans, organizes, and implements a comprehensive government relations and legislative program in support of RCTC projects and programs; leads and implements RCTC's public policy strategy and advocacy at the state and federal levels; researches, monitors, and analyzes legislation affecting RCTC programs, projects, and activities; represents RCTC's position regarding legislation to special interest groups and local, state, and federal agencies, legislators, and lobbyists; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from External Affairs Director. May exercise direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a program management classification that manages all activities related to the comprehensive government relations and legislative programs. Incumbents serve as program manager and subject matter expert in researching, analyzing, and evaluating complex federal and state legislation, issues, regulations, and policies that impact RCTC programs and projects, and are required to have advanced knowledge of legislative and regulatory processes. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Incumbents organize and oversee day-to-day activities and are responsible for providing professional-level support to the External Affairs Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating communications and public outreach program work.

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 and participates in the operations and activities of RCTC's government relations and legislative program and special projects.
- Researches, analyzes, and evaluates impact of proposed and current federal and state legislation, legislative issues, budget issues, regulations, and policies on RCTC projects and programs; develops and presents analysis and recommendations on RCTC's position and implementation strategies and to the External Affairs Director, and the Commission.
- Provides consultation and advice to executive management on communications and political strategies.
- Presents policies, political action, and RCTC's position to elected officials on issues affecting transportation at the regional, state, and federal levels.
- Writes proposed amendments to legislation; authors letters in support or opposition to bills; drafts testimonies for elected officials or the Executive Director.
- Plans, organizes, and implements activities to further RCTC's legislative interests.
- Strategizes and develops RCTC's legislative platform and approach for advancing RCTC's interests at the state and federal level in terms of funding and policy.
- Represents RCTC at community, intergovernmental, and business meetings, including City Council meetings, public hearings, advocacy association meetings, and Chamber of Commerce meetings, and before transportation special interest groups at the regional, state, and national levels.
- Directs and evaluates the work of contract lobbyists in Washington, DC and Sacramento to influence state and federal decisions affecting transportation.
- Testifies to legislative committees on behalf of RCTC as needed; travels to Washington, DC and Sacramento to brief members of congress, the state legislature, the administration, and their staff on transportation issues as needed.
- Coordinates travel, meetings, and logistics for executive management and elected officials as part of RCTC's legislative advocacy program.
- Participates in the preparation and administration of the budgets for assigned government relations and legislative programs; forecasts additional funds needed for materials and supplies.
- Conducts a variety of analytical and operational studies regarding legislative and policy activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, policy, and/or operational changes after approval; prepares comprehensive technical records and reports.
- Receives inquiries and provides information to the public regarding a wide variety of topics and successfully communicates with a variety of audiences as they relate to RCTC programs and projects.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of government relations and legislative programs.
- Manages, coordinates, and completes other special projects as assigned.
- Monitors legislation and regulations and other governmental requirements regarding the financing, delivery and operations for toll facilities.
- Performs other duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of government relations and legislative program goal setting, development, implementation, and evaluation.
- Legislative practices and processes and operations of government at local, state, and federal levels.
- Principles and practices of communications and public affairs program goal setting, development, implementation, and evaluation.
- Principles and practices for monitoring state and federal transportation grants and the processes for qualifying, applying, and managing the grants.
- Principles, practices, concepts, and methods of state and federal legislation research, development, analysis, and evaluation.
- Methods, techniques, and procedures of effective state and federal legislative advocacy.
- Principles, practices, and processes of policy development.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Basic understanding of the use of social media for the purposes of marketing, community outreach, public affairs, and communications.
- Methods and techniques of public speaking.
- Basic principles and practices of budget development, administration, and accountability.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures related to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to government relations and legislative programs.
- 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, research, organize, coordinate, and implement comprehensive government relations and legislative programs.
- Perform responsible and difficult legislative research, development, analysis, and evaluation involving the use of independent judgment and personal initiative.
- Build consensus and coalitions and lead a diverse group toward common goals.

- Analyze, interpret, summarize, and present technical and legal information and data in an effective manner.
- Develop effective legislative outreach strategies and campaigns; work effectively with diverse groups of different ages and various socio-economic backgrounds; listen to and discuss problems and complaints tactfully.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
- 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 modern office equipment including computer equipment and specialized software applications programs.
- Use of English language effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment 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 graduation from an accredited college or university with major coursework in business administration, public administration, government, legal, or political sciences, or a related field and five (5) years of experience in legislative research, analysis, evaluation, and advocacy at the state and/or federal level or a related field.

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: May 2013
REVISED: 6/8/16
FLSA: Exempt
PAY RANGE: (51) \$8,867 - \$11,970 per month

| Riverside County Transportation Commission | | | | |
|---|-----------------------------------|------------------------------|------------------------------|------------------------------|
| Salary Range by Class Title | | | | |
| Effective July 13, 2016 | | | | |
| Salary Range | Class Title | Range Minimum (1) | Control Point (1) | Range Maximum (1) |
| 83 | Executive Director | \$19,355 | \$23,754 | \$26,130 |
| 75 | Deputy Executive Director | \$15,924 | \$19,543 | \$21,497 |
| 71 | Toll Program Director | \$14,443 | \$17,726 | \$19,498 |
| 67 | Chief Financial Officer | \$13,100 | \$16,078 | \$17,686 |
| 67 | Project Delivery Director | \$13,100 | \$16,078 | \$17,686 |
| 65 | Toll Project Manager | \$12,477 | \$15,312 | \$16,843 |
| 63 | Planning and Programming Director | \$11,883 | \$14,583 | \$16,041 |
| 63 | Multimodal Services Director | \$11,883 | \$14,583 | \$16,041 |
| 63 | External Affairs Director | \$11,883 | \$14,583 | \$16,041 |
| 63 | Toll Operations Manager | \$11,883 | \$14,583 | \$16,041 |
| 57 | Deputy Director of Finance | \$10,141 | \$12,446 | \$13,691 |
| 53 | Capital Projects Manager | \$9,310 | \$11,426 | \$12,569 |
| 53 | Procurement Manager | \$9,310 | \$11,426 | \$12,569 |
| 53 | Right of Way Manager | \$9,310 | \$11,426 | \$12,569 |
| 53 | Toll Technology Manager | \$9,310 | \$11,426 | \$12,569 |
| 51 | Planning and Programming Manager | \$8,867 | \$10,882 | \$11,970 |
| 51 | Commuter and Motorist Assistance | \$8,867 | \$10,882 | \$11,970 |
| 51 | Rail Manager | \$8,867 | \$10,882 | \$11,970 |
| 51 | Legislative Affairs Manager | \$8,867 | \$10,882 | \$11,970 |
| 51 | Transit Manager | \$8,867 | \$10,882 | \$11,970 |
| 51 | Goods Movement Manager | \$8,867 | \$10,882 | \$11,970 |
| 51 | Public Affairs Manager | \$8,867 | \$10,882 | \$11,970 |
| 45 | Facilities Administrator | \$7,660 | \$9,400 | \$10,340 |
| 45 | Human Resources Administrator | \$7,660 | \$9,400 | \$10,340 |
| 45 | Clerk of the Board | \$7,660 | \$9,400 | \$10,340 |
| 43 | Senior Management Analyst | \$7,295 | \$8,953 | \$9,848 |
| 43 | Senior Financial Analyst | \$7,295 | \$8,953 | \$9,848 |
| 36 | Procurement Analyst | \$6,148 | \$7,545 | \$8,300 |
| 35 | Management Analyst | \$6,001 | \$7,365 | \$8,102 |
| 33 | Accountant | \$5,716 | \$7,015 | \$7,716 |
| 25 | Senior Administrative Assistant | \$4,702 | \$5,771 | \$6,348 |
| 25 | Deputy Clerk of the Board | \$4,702 | \$5,771 | \$6,348 |
| 25 | Accounting Technician | \$4,702 | \$5,771 | \$6,348 |
| 17 | Administrative Assistant | \$3,869 | \$4,748 | \$5,223 |
| 17 | Records Technician | \$3,869 | \$4,748 | \$5,223 |
| 17 | Accounting Assistant | \$3,869 | \$4,748 | \$5,223 |
| 13 | Senior Office Assistant | \$3,509 | \$4,306 | \$4,737 |

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