



*The Western Riverside Council of Governments (WRCOG) seeks interested and qualified persons for an exciting position!*

**POSITION: STAFF ANALYST I – PACE PROGRAMS**

**JOB SUMMARY:**

Under the direction of the WRCOG Director of Energy and Environmental Programs, the Staff Analyst I will primarily work on WRCOG's PACE Programs. WRCOG currently administers the HERO Program, which is the largest Property Assessed Clean Energy (PACE) Program in the United States, which allows home and business owners to finance energy efficiency, renewable energy, and water conservation improvements that are then repaid over time through annual property tax payments. In addition, WRCOG administers additional PACE Programs in the subregion. For more information regarding WRCOG's PACE Programs, please visit [www.wrcog.us](http://www.wrcog.us).

**EXAMPLES OF DUTIES / FUNCTIONS:**

Activities required of the Staff Analyst I will include, but are not limited to, the following:

- Respond to requests from the public, elected officials, and other PACE stakeholders about PACE.
- Coordinate with Program partners to onboard new PACE Programs and ensure operational efficiency.
- Assist with the California HERO judicial validation.
- Collect jurisdiction resolutions of participation, prepare for Executive Committee Chair signature, and for legal counsel to execute.
- Prepare all materials and coordinate with legal counsel to ensure that all is prepared for public hearings and filings.
- Prepare resolutions for Executive Committee meetings.
- Act as a liaison between Renovate America, SAMAS PACE, Associate Members, and WRCOG to provide PACE updates and reports.
- Return executed resolutions of participation to Associate Members.
- Generate staff reports for Committee meetings.
- Update / distribute internal PACE tracking spreadsheets.
- Route and execute County Auditor-Controller agreements.
- Prepayments – provide excellent customer services to property owners, title agencies, and real estate professionals, distribute prepayment calculations, process received checks, prepare transfer memos and refund letters, and process tax roll corrections.
- Communicate with legal counsel on all received notices of default, bankruptcy, etc.
- Research, generate, and prepare PACE marketing materials for presentations and meetings.
- Draft stakeholder meeting agendas.
- Represent WRCOG's PACE Programs at various stakeholder meetings.
- Review and analyze legislation that pertains to PACE.
- Assist operational team with additional PACE providers (i.e., CaliforniaFIRST, PACE Funding, and Spruce) tracking and follow-up.
- Assist Program Manager with data tracking – researching trends, launching inquiries, and generating reports for management.
- Review member agency Board and Council agendas.
- Record and/or notarize PACE documents.
- Other duties as assigned.

The Staff Analyst I serves as an “at will” employee.

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

### **DESIRED QUALIFICATIONS / 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:*

- Bachelor’s degree from an accredited college or university with major course work in planning, public policy, public administration, communications, or related field(s).
- Exceptional written and verbal communication skills.
- Strong organizational skills, initiative, and flexibility to work in a fast-paced environment.
- Advanced proficiency in Microsoft Office programs, particularly Word, Excel, and Power Point.
- Experience with data analysis and tracking.
- Ability to establish and maintain positive, effective, working relationships with elected and appointed officials, staff from numerous agencies and jurisdictions, community members, and other stakeholders.
- Ability to address and prioritize multiple tasks simultaneously and work amid interruptions.
- Detail oriented and resourceful, possessing aptitude to assist with special projects, as needed.
- Exceptional organizational and reporting skills, recognizing the importance of communication and completion of tasks on deadline.
- A valid California Driver’s License and proof of automobile liability insurance.

### **Knowledge of:**

- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing WRCOG in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, PACE providers, contractors, and WRCOG staff.

### **Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for WRCOG in assigned program areas.
- Work cooperatively with, provide staff support to, and implement the policies of Management.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written and visual materials.

### **PHYSICAL DEMANDS:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle, and to visit various meeting sites in Western Riverside County, Southern California, and beyond for the conduct of WRCOG business. 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 known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, government officials, business representatives, and the general public in explaining WRCOG policies and requesting and providing information.

### **COMPENSATION:**

Salary: \$3,513 to \$6,623 monthly (\$20.27 to \$38.21 per hour), depending on qualifications.

Hours: 40 hours per week.

Benefits: Benefits include medical, dental, PERS 2% @ 62 (6.75% Employee Paid Member Contribution), 10 days of vacation annually, 13 days of sick leave annually, 12 holidays annually, and a deferred compensation plan (Employee Paid Member Contribution).

### **APPLICATION:**

<http://www.wrcog.us/219/Employment-Opportunities>

A completed application, along with a detailed resume must be submitted / postmarked by the filing deadline to:

Western Riverside Council of Governments  
3390 University Avenue, Suite 450  
Riverside, CA 92501  
ATTN: Ernie Reyna

Applications can be emailed to Ernie Reyna at [ereyna@wrcog.us](mailto:ereyna@wrcog.us).

### **FILING DEADLINE:**

Application materials must be submitted / postmarked by **5:00 pm., Thursday, February 15, 2018**. Electronic submittals are acceptable as long as they are provided by the stated deadline (WRCOG staff may subsequently request original documents).

### **FOR MORE INFORMATION ABOUT THIS OPPORTUNITY:**

For more information regarding this job opportunity please contact Casey Dailey at (951) 405-6720, or at [cdailey@wrcog.us](mailto:cdailey@wrcog.us).

### **ABOUT WRCOG:**

Established in 1990, WRCOG serves one of the fastest growing areas in the State of California and the United States. Today, its 18 member cities and the unincorporated County of Riverside are home to 1.7 million people, and some 800,000 will join us by the year 2035. In addition to the 18 member

jurisdictions, the Eastern Municipal Water District and Western Municipal Water District and the Morongo Band of Mission Indians are members of the Agency. The Riverside County Superintendent of Schools is an ex-officio member.

Recognizing that many issues related to growth are not constrained by city or county boundaries, WRCOG focuses on a number of regional matters important to improving the quality of life in Western Riverside County. By working together through its committee structure and utilizing existing resources, WRCOG is cost-effective by reducing duplication of effort and sharing information, enabling strong advocacy and strengthening Western Riverside County's standing in southern California and the state. WRCOG's program areas are varied and diverse, and include transportation, air quality, solid waste, water, environment, energy, economy, education, growth, and sustainability.

For more information on WRCOG please visit the Agency website at [www.wrcog.us](http://www.wrcog.us). WRCOG is an equal opportunity employer.