



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

POSITION: STAFF ANALYST I – TRANSPORTATION DEPARTMENT

JOB SUMMARY:

Under the direction of the Director of Transportation and Transportation Department staff, the Transportation Staff Analyst I will assist in developing and implementing WRCOG's Transportation Programs, including WRCOG's multi-billion dollar Transportation Uniform Mitigation Fee (TUMF) Program, the WRCOG Active Transportation Plan, and other efforts as directed. For more information regarding WRCOG's TUMF Program, please visit www.wrcog.us.

EXAMPLES OF DUTIES / FUNCTIONS:

Under general direction of the Director of Transportation and Transportation Department staff, the job functions for the Transportation Staff Analyst I will include, but are not limited to, the following:

- Work with the Director of Transportation and Transportation Department staff to support regular updates of the TUMF Program.
- Participate in regular meetings with WRCOG member agencies.
- Support the Director of Transportation and Transportation Department staff at various WRCOG Committee meetings.
- Review documents prepared by member agencies related to the TUMF Program.
- Respond to calls and emails from member agencies and other stakeholders related to the TUMF Program.
- Assist with regular updates of the WRCOG's TUMF Program.
- Assist with regular comprehensive TUMF Program updates in accordance with state law.
- Update TUMF Program reference / implementing documents.
- Assist in the update of WRCOG's five Zonal TUMF Transportation Improvement Programs.
- Assist in the review of TUMF Credit and/or Reimbursement Agreements between developers and member agencies.
- Assist in the review of monthly TUMF remittance reports submitted by member agencies.
- Assist in the review of TUMF project invoices submitted by member agencies for improvements.
- Assist with oversight of TUMF and transportation-related consultant contracts, TUMF credit and reimbursement agreements, on-call engineering task orders and contracts.
- Assist with the preparation of the TUMF Annual Report.
- Assist with the preparation of materials to ensure timeliness of transportation information on WRCOG's website and through WRCOG's social media outlets.
- Support the Director of Transportation and other WRCOG staff, through agenda item preparation and presentations, monthly meetings for the Public Works Committee, the Technical Advisory Committee, the Administration & Finance Committee, the Finance Directors Committee, and the Executive Committee, as well as similar meetings / workshops with public and private sector interests.
- Assist with specific transportation activities, including:
 - PowerPoint presentations for various meetings.
 - Review bid estimates and TUMF Transportation Improvement Plans proposed by member agencies and developers.
 - Review traffic studies for proposed developments to determine TUMF land use classification.

- Assist with general transportation outreach for WRCOG's activities.
- Other duties as assigned by the Director of Transportation and/or Executive Director.

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.

MINIMUM QUALIFICATIONS / EXPERIENCE:

- Bachelor's degree with at least one year of work experience, or a Master's Degree.
- Preference will be given to applicants with a degree in Urban Planning, Civil Engineering, Environmental Studies, Public Policy, or related field.
- Preference will be given to applicants with experience in transportation planning, traffic engineering, or civil engineering.
- Applicants may submit part-time employment as the requisite experience, provided the applicant was paid for this employment.
- Participation in Fellowship or co-op programs can also satisfy the experience requirement.
- Good written and verbal communication skills.
- Ability to work independently utilizing critical thinking skills.
- Ability to work well under pressure.
- Ability to establish and maintain effective working relationships with staff from numerous agencies and jurisdictions, citizens, and other stakeholders.
- Basic working knowledge of MS Office Suite: Word, Excel, PowerPoint, and Outlook.
- Possession of 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, member agencies, 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: \$42,162 - \$79,477 annually.

Hours: 40 hours per week.

Benefits: Benefits include medical, dental, PERS 2% @ 62 (employee pays 6.75% EPMC), 10 days of vacation annually, 13 days of sick leave annually, 12 holidays annually, and a deferred compensation plan (employee paid).

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.

FILING DEADLINE:

Application materials must be submitted / postmarked **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 Christopher Gray at (951) 405-6710, or at cgray@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. WRCOG is an equal opportunity employer.