



**EXECUTIVE COMMITTEE
MEETING AGENDA**

TIME: 9:00 a.m.

DATE: Wednesday, June 10, 2020

Pursuant to Governor Newsom’s Executive Order N-29-20, (March 18, 2020), the Governing Board meeting will only be conducted via video conferencing and by telephone.

🌀 COMMITTEE MEMBERS 🌀

- Ben J. Benoit, City of Wildomar – Chair
- Jan Harnik, City of Palm Desert – Vice Chair
- V. Manuel Perez, County of Riverside, District 4 – Second Vice Chair
- Chuck Washington, County of Riverside, District 3 – 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
- Kevin Jeffries, County of Riverside, District 1
- Karen Spiegel, County of Riverside, District 2
- Jeff Hewitt, County of Riverside, District 5

🌀 AREAS OF RESPONSIBILITY 🌀

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

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE MEETING AGENDA

**9:00 A.M.
WEDNESDAY, JUNE 10, 2020**

Pursuant to Governor Newsom's Executive Order N-29-20, (March 18, 2020), the Governing Board meeting will only be conducted via video conferencing and by telephone. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting

<https://us02web.zoom.us/j/82918408431>

Meeting ID: 829 1840 8431
One tap mobile
+16699006833,,82918408431# US (San Jose)

Dial by your location
+1 669 900 6833 US (San Jose)

For members of the public wishing to submit comment in connection with the Executive Committee Meeting please email written comments to the Clerk of the Board at lmobley@rctc.org prior to June 9, 2020 at 5:00 p.m. and your comments will be made part of the official record of the proceedings and read into the record. Members of the public may also make public comments through their telephone or Zoom connection when recognized by the Chair.

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 on the Commission's website, www.rctc.org.

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, Executive Order N-29-20, 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 Committee 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. **PUBLIC COMMENTS** - *Under the Brown Act, the Board should not take action on or discuss matters raised during public comment portion of the agenda which are not listed on the agenda. Board members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration. Each individual speaker is limited to speak three (3) continuous minutes or less.*
3. **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.*
4. **APPROVAL OF THE MINUTES – MAY 13, 2020**
5. **2020 CLASSIFICATION STUDY RECOMMENDATIONS AND FISCAL YEAR 2020/21 ORGANIZATION RECOMMENDATIONS**

Overview

This item is for the Committee to:

- 1) Reclassify Management Analyst – Planning & Programming on range 35 (\$6,429-\$8,679) to Senior Management Analyst – Planning & Programming on range 43 (\$7,814-\$10,549);
 - 2) Reclassify Management Analyst – Multimodal Services on range 35 (\$6,429-\$8,679) to Senior Management Analyst – Multimodal Services on range 43 (\$7,814-\$10,549);
 - 3) Reclassify Management Analyst – Commuter/Motorist Assistance on range 35 (\$6,429-\$8,679) to Senior Management Analyst – Commuter/Motorist Assistance on range 43 (\$7,814-\$10,549);
 - 4) Approve the addition of an Administrative Services Manager/Clerk of the Board on range 51 (\$9,498-\$12,823);
 - 5) Reclassify Clerk of the Board on range 45 (\$8,205-\$11,077) to Administrative Services Manager/Clerk of the Board on range 51 (\$9,498-\$12,823); and
 - 6) Direct staff to include these proposed actions in the draft FY 2020/21 budget for consideration by the Commission.
6. **ADJOURNMENT**

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE MEETING MINUTES

MAY 13, 2020

1. CALL TO ORDER

The meeting of the Executive Committee was called to order by Chair Ben J. Benoit at 9:01 a.m. **Join Zoom Meeting** <https://us02web.zoom.us/j/83121463075>
Meeting ID: 831 2146 3075 One tap mobile +16699006833,,83121463075# US (San Jose) Dial by your location +1 669 900 6833 US (San Jose). Pursuant to Governor Newsom's Executive Order N-29-20, (March 18, 2020), the Governing Board meeting will only be conducted via video conferencing and by telephone. Please follow the instructions below to join the meeting remotely.

ROLL CALL

Commissioners Present

Ben J. Benoit
Brian Berkson
Jan Harnik
Jeff Hewitt
Kevin Jeffries
Lisa Middleton
Michael Naggar*
Karen Spiegel*
Chuck Washington
Lloyd White

*Arrived after the meeting was called to order

Commissioners Absent

V. Manuel Perez

2. PUBLIC COMMENTS

There were no requests to speak from the public.

3. ADDITIONS/REVISIONS

There were no additions or revision to the agenda.

4. APPROVAL OF MINUTES

M/S/C (Harnik/Berkson) to approve the minutes of December 11, 2019 meeting as submitted.

5. 2020 CLASSIFICATION STUDY RECOMMENDATIONS AND FISCAL YEAR 2020/21 ORGANIZATION RECOMMENDATIONS

Anne Mayer, Executive Director, presented the 2020 Classification Study and FY 2020/21 Organization recommendations.

There was discussion amongst the Committee regarding the four vacant positions not being filled for next fiscal year and the cost savings, about the impacts on staff that may not be reclassified, and the perception of doing any reclassifications during the COVID-19 crisis.

Commissioner Chuck Washington then supported staff's recommendation and moved the motion.

Commissioner Lisa Middleton seconded the motion and suggested not having staff work out of their classification.

M/S/C (Washington/Middleton) to:

- 1) Suspend merit increases and salary range cost of living adjustment (COLA) for FY 2020/21;**
- 2) Approve FY 2020/21 salary ranges;**
- 3) Reclassify Management Analyst – Planning & Programming on range 35 (\$6,429-\$8,679) to Senior Management Analyst – Planning & Programming on range 43 (\$7,814-\$10,549);**
- 4) Reclassify Management Analyst – Multimodal Services on range 35 (\$6,429-\$8,679) to Senior Management Analyst – Multimodal Services on range 43 (\$7,814-\$10,549);**
- 5) Reclassify Management Analyst – Commuter/Motorist Assistance on range 35 (\$6,429-\$8,679) to Senior Management Analyst – Commuter/Motorist Assistance on range 43 (\$7,814-\$10,549);**
- 6) Approve the addition of an Administrative Services Manager/Clerk of the Board on range 51 (\$9,498-\$12,823);**
- 7) Reclassify Clerk of the Board on range 45 (\$8,205-\$11,077) to Administrative Services Manager/Clerk of the Board on range 51 (\$9,498-\$12,823); and**
- 8) Direct staff to include these proposed actions in the draft FY 2020/21 budget for consideration by the Commission.**

No: Hewitt, Jeffries, and White
The motion did not pass.

At this time, Commissioner Hewitt suggested to continue this agenda item to next month.

The Committee then discussed the reasons for continuing this agenda item, the impacts to the staff if it is continued as there will be no economic changes in the next six months due to COVID-19, and the legal impacts.

Steve DeBaun, Legal Counsel, discussed with the Committee the possible outcomes if there was a lawsuit filed against the agency.

The Committee continued to discuss their concerns which included: the economy, the importance of staff morale working out of classification, the morale of the agency, the legal aspect of not receiving a reclassification, and the Committee Members that were absent prior to the motion.

At this time, Commissioners Michael Naggar and Karen Spiegel joined the meeting.

M/S/C (Hewitt/White) to:

- 1) Suspend merit increases and salary range cost of living adjustment (COLA) for FY 2020/21;**
- 2) Approve FY 2020/21 salary ranges;**
- 3) Continue staff recommendation nos. 3-7 to the June Executive Committee; and**
- 8) Direct staff to include these proposed actions in the draft FY 2020/21 budget for consideration by the Commission.**

6. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 9:33 a.m.

Respectfully submitted,



Tara Byerly
Deputy Clerk of the Board

AGENDA ITEM 5

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE:	June 10, 2020
TO:	Executive Committee
FROM:	Pamela Velez, Human Resources Administrator
THROUGH:	Anne Mayer, Executive Director
SUBJECT:	2020 Classification Study Recommendations and Fiscal Year 2020/21 Organization Recommendations

STAFF RECOMMENDATION:

This item is for the Committee to:

- 1) Reclassify Management Analyst – Planning & Programming on range 35 (\$6,429-\$8,679) to Senior Management Analyst – Planning & Programming on range 43 (\$7,814-\$10,549);
- 2) Reclassify Management Analyst – Multimodal Services on range 35 (\$6,429-\$8,679) to Senior Management Analyst – Multimodal Services on range 43 (\$7,814-\$10,549);
- 3) Reclassify Management Analyst – Commuter/Motorist Assistance on range 35 (\$6,429-\$8,679) to Senior Management Analyst – Commuter/Motorist Assistance on range 43 (\$7,814-\$10,549);
- 4) Approve the addition of an Administrative Services Manager/Clerk of the Board on range 51 (\$9,498-\$12,823);
- 5) Reclassify Clerk of the Board on range 45 (\$8,205-\$11,077) to Administrative Services Manager/Clerk of the Board on range 51 (\$9,498-\$12,823); and
- 6) Direct staff to include these proposed actions in the draft FY 2020/21 budget for consideration by the Commission.

BACKGROUND INFORMATION:

At the May 13, 2020 meeting, the Executive Committee approved the FY 2020/21 salary ranges and suspension of salary merit increases and cost of living adjustments for salary ranges for incorporation in the Commission’s FY 2020/21 Budget. Reclassifications of four positions were discussed, and a majority of Committee Members in attendance voted to support the action but fell short of the necessary majority of the entire Committee in order to be approved. After additional discussion, the action to reclassify the positions was deferred for reconsideration and discussion at the next Executive Committee meeting.

Each year in accordance with the Administrative Code and as a part of the budget process, the Executive Committee considers organization recommendations including but not limited to staff classifications and compensation. Budget related decisions are included in the annual budget for consideration and approval by the full Commission. As a result of COVID-19, this annual

consideration has been delayed in order to obtain as much financial information as possible before the required June 15 budget deadline. It is likely that the FY 2020/21 budget will require continuous monitoring, assessment and potential adjustment throughout the fiscal year.

Another action taken by the Executive Committee in May was to defund four vacant positions. Prior to that action, the previous staffing level was 54 full-time equivalents with 4 vacancies. Each of these 4 vacancies has been held vacant for at least 6 months due to recruitment challenges for specialized positions and a need to assess the organization structure. The FY 2019/20 cost savings for these vacancies exceed \$650,000. As a result of the COVID-19 impact, an indefinite hiring freeze has been implemented; therefore, although these vacancies remain on the organization chart, they are unfunded in the FY 2020/21 budget. The hiring freeze savings are \$780,500, which is 7% of the FY 2020/21 salary benefit budget.

Summary of 2020 Classification Study

In February 2020, Koff & Associates 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. Employees working “out-of-class” must be reclassified and compensated accordingly or remain in classification with workload reassigned. Given the Commission’s minimal staffing levels, reassignment of workload or hiring additional staff to accommodate workload are not practical or cost effective options.

The classification study on the Management Analyst positions in the Planning & Programming, Multimodal Services and Commuter/Motorist Assistance departments and the Clerk of the Board position identified that the expanding job descriptions warranted a position reclassification and a position upgrade for the incumbents in those positions. Specifically, for the Clerk of the Board position, incumbent is performing management duties for the IT program, administration, and related operations which are not reflected in the current Clerk of the Board job classification.

The Measure A Ordinance limits administrative salaries and benefits to 1% of Measure A revenues, and Commission policy states that administrative costs, including administrative salaries and benefits, will not exceed 4%. The recommendation to reclassify the four positions will not result in exceeding these limitations. Even with reduced revenues projected as a result of COVID-19, compliance with these caps is expected. The Commission’s delivery of projects and

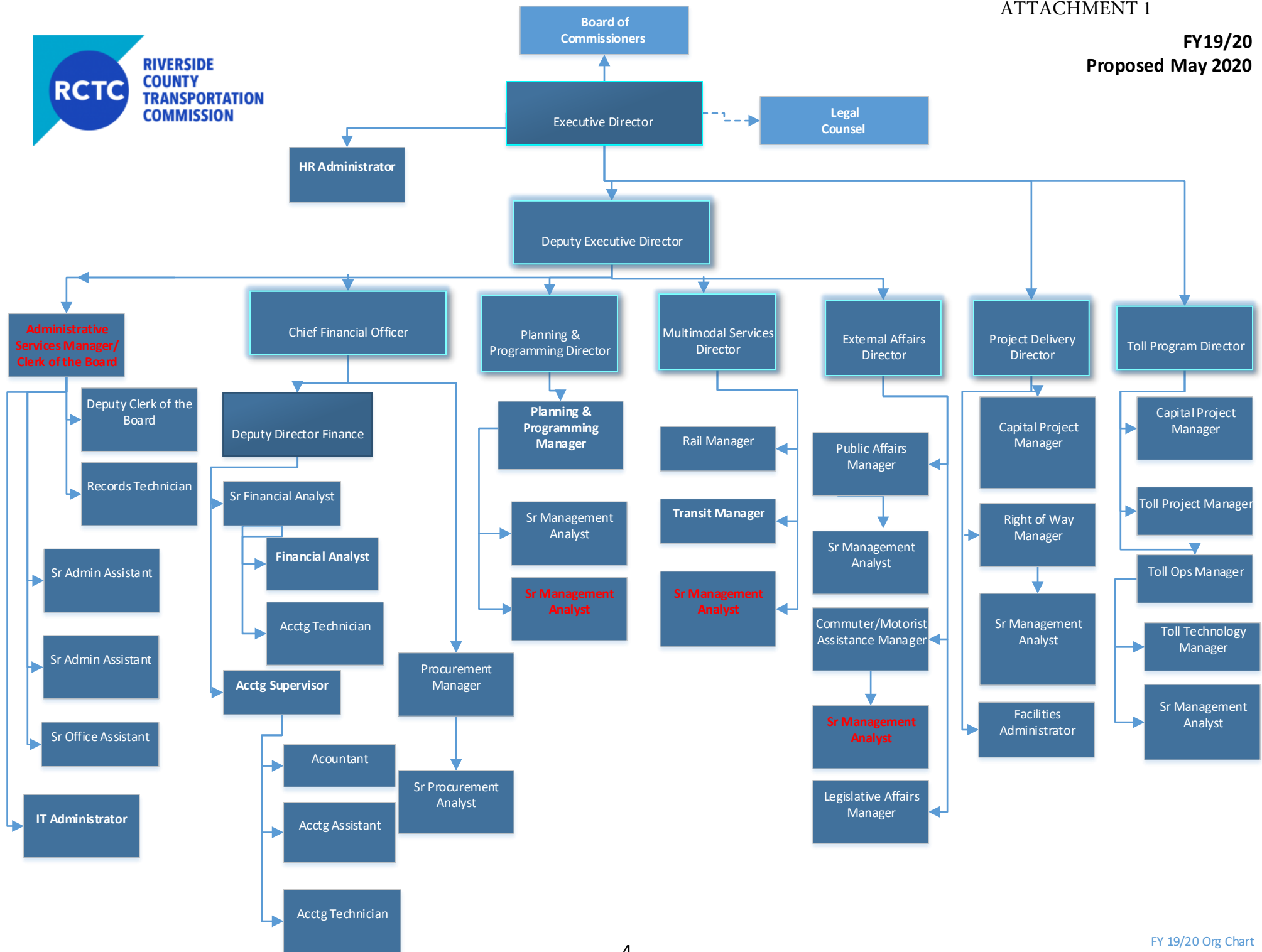
programs is primarily accomplished through the use of vendors, consultants and contractors with oversight from Commission staff.

Staff requests approval of these reclassifications and the position of Administrative Services Manager/Clerk of the Board, along with the revised organizational chart in preparation for the FY 2020/21 budget process. Drafts of the job descriptions for all of these positions are included with this staff report.

Financial Information					
In Fiscal Year Budget:	Yes N/A	Year:	FY 2019/20 FY 2020/21	Amount:	\$21,000 \$78,000
Source of Funds:	Measure A, Local Transportation Funds, Transportation Uniform Mitigation Fees, Motorist Assistance funds, and other sources		Budget Adjustment:	No N/A	
GL/Project Accounting No.:	XXX-XX -6XXXX (various funds-departments-salaries and benefits)				
Fiscal Procedures Approved:	<i>Theresa Iuvone</i>			Date:	05/29/2020

Attachments:

- 1) FY 2020/21 Proposed Organization Chart
- 2) Senior Management Analyst- Multimodal Services Job Description (Draft)
- 3) Senior Management Analyst- Commuter/Motorist Assistance Job Description (Draft)
- 4) Administrative Services Manager/ Clerk of the Board Job Description (Draft)





RIVERSIDE COUNTY TRANSPORTATION COMMISSION

SENIOR MANAGEMENT ANALYST - MULTIMODAL SERVICES

DEFINITION

Under general supervision, provides complex analysis and manages multimodal programs and projects under transit and bus programs and specialized transit; ensures compliance with legal, regulatory, and funding requirements; assumes responsibility for program reporting and accountability; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Transit Manager. This position does not exercise function or direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Management Analyst series. Incumbents serve as subject matter experts in assigned functional areas and perform varied research and analysis to support RCTC projects and programs. Incumbents support the work of management staff by providing a professional-level resource for program, budgetary, contract administration, 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 Transit Manager in that the latter has full management and supervisory authority in planning, organizing, and directing the full scope of operations within the division.

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.

- Leads the Specialized Transit Program, including the Call for Projects for the tri-annual Measure A and other assigned programs; develops and revises program policies and guidelines; evaluates applications and participates in project selection; receives, reviews, and approves program invoices and budget modifications; reconciles program budgets; manages program contract development; presents annual program to the Commission; prepares project performance reports for funding agencies, auditors, committees, and the Commission.
- Develops and administers assigned program budget; monitors program revenue and expenditures; administers grants in accordance with funding agency guidelines; prepares, reviews, and approves funding

agreements and amendments; identifies and recommends resolutions for budgetary problems; updates budget summaries as needed.

- Provides direction to transit operators in developing and completing Short Range Transit Plan (SRTP); answers questions and reviews and provides feedback and suggestions for revisions; reviews, approves, and consolidates funding requests to support funding allocation and disbursement to transit operators.
- Performs funding/grant development and administration, including researching federal and state grant funding opportunities and developing, submitting, and monitoring status of grant applications.
- Prepares and reviews various quarterly and year-end reports for public and specialized transit operators; identifies deliverables for inclusion in RCTC documents and presentations.
- Prepares data and assists with the development of the Public-Human Services Coordinated Plan, the Commission's Multimodal SRTP, and the biennial Countywide Public Transit Performance Report.
- Assists with the procurement and project management of the triennial Transportation Development Act (TDA) performance audits for the county public transit operators.
- Leads special projects and manages consultant contracts, including the preparation of scopes of work and requests for proposals.
- Prepares and presents staff reports to the Commission, Budget and Implementation Committee, and Citizens and Specialized Transit Advisory Council on transit related programs, contracts, and issues.
- Receives, analyzes, and approves monthly invoices and financial grant reports related to capital projects; ensures accuracy and compliance in reporting revenues and expenditures related to attainment of program goals.
- Reviews performance monitoring metrics of transit operators, including ridership analysis and assessing level of costs to goal attainment.
- Assists in the development of reports, documents, and correspondence in support of transit programs.
- Researches and responds to inquiries and requests in support of senior management staff.
- Attends and participates at regional meetings on behalf of RCTC.
- Performs other special projects and duties as assigned.

QUALIFICATIONS

Knowledge of:

- Bus and rail transit funding in the State of California including the Transportation Development Act (TDA) and FTA procedures and policies.
- Advanced project and/or program management, data and policy analysis, analytical processes, methods and technique of report preparation.
- Advanced organizational and operational practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Budget development, contract administration, and administration of various state, local, and federal transit funding sources and funds disbursement.
- Methods, techniques, and procedures of researching, analyzing, evaluating, interpreting, and reporting complex information and data.
- 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:

- Perform programmatic administrative, budgeting, and fiscal reporting activities.
- Plan and conduct effective research studies applying appropriate and effective methodology.
- Perform difficult and complex research on a wide variety of topics including regional planning and program requirements, funding, budget proposals, and operational alternatives.
- 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 and present clear and concise reports that utilize quantitative and qualitative analytical methods.
- 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 a bachelor's degree in economics, business or public administration, finance, accounting, or a closely related field and five (5) years of increasingly responsible experience in budgetary, program, and administrative analysis.

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 2020
REVISED:
FLSA: Exempt
PAY RANGE: 43



RIVERSIDE COUNTY TRANSPORTATION COMMISSION

SENIOR MANAGEMENT ANALYST – COMMUTER AND MOTORIST ASSISTANCE

DEFINITION

Under general supervision, provides complex analysis and manages inter-modal programs and projects under the Commuter and Motorist Assistance programs; ensures compliance with legal, regulatory, and funding requirements; assumes responsibility for program reporting and accountability; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Commuter and Motorist Assistance Manager. This position does not exercise function or direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Management Analyst series. Incumbents serve as subject matter expert in assigned functional areas and perform varied research and analysis to support RCTC projects and programs. Incumbents support the work of management staff by providing a professional-level resource for program, budgetary, fund, 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 Commuter and Motorist Assistance Manager in that the latter has full management and supervisory authority in planning, organizing, and directing the full scope of operations within the department.

EXAMPLES OF ESSENTIAL 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.

- Manages the Freeway Service Patrol (FSP) program including coordinating and communicating with California Highway Patrol (CHP) to ensure program and tow company efficiency and compliance.

- Manages the Park and Ride program requiring coordination with property owners, California Department of Transportation (Caltrans), and commuters; conducts outreach for program expansion; analyzes of usage for annual renewal of lease agreements; negotiates leases and renewals; researches and conducts site visits for new properties; performs site counts and analysis to provide recommendations for termination or new locations.
- Attends meetings and works with construction managers and Caltrans regarding projects that will impact the FSP program; monitors project timelines, scopes of work, budget, and contractor requirements to ensure the smooth running of the FSP program during construction projects.
- Administers and prepares FSP Request for Proposals (RFPs) including scope of work for tow services, participates in interviews, facilitates and evaluates proposals and scores applications, prepares contracts and amendments for legal review, and requests Commission approval for selected projects to be funded.
- Performs site visits with tow operators for installation of communications equipment; troubleshoots data collection devices.
- Procures supplies and equipment, manages RCTC-owned inventory, performs service quality checks, and schedules installation or repair of equipment and supplies in support of assigned programs.
- Participates in the development of outreach and marketing materials for assigned programs; conducts outreach meetings to educate property owners and commuters about motorist assistance services available.
- Coordinates with legal counsel to draft and execute various contracts for assigned programs.
- Coordinates the preparation of the annual budgets for programs specifically related to the Commuter and Motorist Assistance program; integrates data into project budget worksheets; monitors expenditures against budget and recommends and prepares budget amendments for the Commuter and Motorist Assistance Manager when appropriate.
- Reviews, codes, and approves accounts payable and accounts receivable for assigned programs; researches and resolves errors as needed; maintains tracking spreadsheets for various expenses, subsidies, incentives, penalties, and budgets.
- Performs varied research, data analyses, budgetary analyses, program analyses, and contract administration to support RCTC projects and programs and monitors the performance of service providers for assigned programs including, managing program budgets, assessing level of costs to goal attainment and tracking and maintaining performance metrics under Commuter Assistance, FSP, Park and Ride, Bus Pool, and Inland Empire 511 (IE511).
- Prepares and presents staff reports to the Commission on Commuter and Motorist Assistance-related programs, contracts, and issues.
- Monitors compliance with all applicable policies, rules, regulations, and laws related to the Commuter and Motorist Assistance programs; reviews program policies and requirements to evaluate and improve efficiencies.
- Compiles various program year-end reports to identify deliverables for inclusion in RCTC documents and presentations and to set goals for future improvement.
- Researches and responds to inquiries and requests in support of senior management staff.
- Attends and participates at regional meetings on behalf of RCTC.
- Performs other special projects and duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced project and/or program management, analytical processes, and report preparation techniques.
- Advanced organizational and operational practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Budget development, contract administration, and administration and sound financial management policies and procedures, including funding sources and funds disbursement.
- Methods, techniques, and procedures of researching, analyzing, evaluating, interpreting, and reporting complex information and data.
- 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:

- Perform programmatic administrative, budgeting, and fiscal reporting activities.
- Effectively manage consultants and contracts.
- Perform difficult and complex research on a wide variety of topics including Commuter and Motorist Assistance program requirements, funding, budget proposals, and operational alternatives.
- 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 bachelor’s degree in public administration, finance, or a closely related field and five (5) years of increasingly responsible professional analytical experience, preferably in a government agency.

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 2020

REVISED:

FLSA: Exempt

PAY RANGE: 43



**RIVERSIDE COUNTY TRANSPORTATION COMMISSION
ADMINISTRATIVE SERVICES MANAGER/CLERK OF THE BOARD**

DEFINITION

Under general direction, plans, organizes, directs, manages, and oversees the daily operations and activities of the Clerk of the Board's Office including public records, agenda preparation, minutes, administrative and general services, information technology, and special projects; evaluates the operations and activities of the assigned functions; recommends and implements policies, procedures, and practices; advises Commissioners, Executive Director, and the management team on public records and board affairs; directs the work of information technology consultants; provides highly complex and responsible support to the Deputy Executive Director; and performs other duties as required

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a single-position classification that is responsible for overseeing the daily operations of the Clerk of the Board's Office. This classification performs a variety of management and administrative duties, including recommending and implementing office policies, procedures, and regulations and performing various research and administrative management functions. Incumbents organize and oversee day-to-day activities and are responsible for providing professional-level support to the Deputy Executive Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating information technology contract work and administrative services.

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.

- Assumes full management responsibility for all programs, services, and activities of the Clerk of the Board's Office, including Board support, records management, information technology, administrative and general services, and special projects.
- Selects, trains, motivates, and directs assigned personnel; evaluates and reviews work for acceptability and conformance with division standards, including priorities and performance evaluations; provides or coordinates staff training; works with employees on performance issues; implements discipline and

termination procedures in accordance with Commission policies and procedures; and responds to staff questions and concerns.

- Manages and participates in the development and administration of the division's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Develops and implements goals, objectives, policies, and priorities for the Clerk of the Board's Office; recommends and administers policies and procedures.
- Monitors operations and activities of office and board services; recommends improvements and modifications and prepares various reports on operations and activities.
- Ensures that administrative staff provides a high degree of customer service to both internal and external customers.
- Attends all regular and standing Commission meetings; records all official proceedings; prepares public notifications, agendas, minutes, and other documents; certifies ordinances, resolutions, agreements, actions, and other official documents; publishes, files, and indexes all proceedings of the Commission Board.
- Provides highly responsible and complex administrative support to the Commissioners.
- Administers the public hearing process for Board meetings, coordinates development of public hearing packets and public notices of hearings in accordance with various government code requirements and legal deadlines.
- Oversees the records management program and records retention and destruction; sets and ensures legal compliance with retention schedules; develops and updates records retention policies and procedures; researches RCTC documents, historical information, and other information as needed; attests, indexes, and files all legislative actions.
- Ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of RCTC is upheld.
- Updates Commissioners on meetings, events, conference, and policies.
- Participates in the orientation of newly appointed city/county representatives to the Commission Board as it relates to Board operations and requirements.
- Serves as the filing officer for economic interest and campaign disclosure statements and legal claims against the Commission.
- Identifies, develops, implements, and oversees the installation and maintenance of IT systems to meet the needs of user departments and offices/locations; determines information requirements and further defines the nature of the Commission's IT projects; builds a project plan to meet business requirements and expectations.
- Manages IT services including acquisition, installation, and maintenance of network and desktop hardware and software; ensures first-level IT support for servers and end-users.
- Oversees the work of consultants and project personnel in areas related to information systems and telecommunications services.
- Ensures Cyber-security measures are in place and in practice to safeguard RCTC business, toll revenue, and employee data.
- Advises Commission and management team as to Board history and past practices including research of Commission minutes and resolutions.
- Receives, records, evaluates, and distributes claims and summonses filed against RCTC; gathers records and information related to claims and summonses as necessary.
- Researches, analyzes, and compiles data for a variety of special projects and assignments.

- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations related to assigned functions.
- Monitors changes in laws and regulations that may affect RCTC or program operations; implements policy and procedural changes as required.
- Performs other special projects and duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff.
- Public agency budget development, contract administration, and administrative practices related to the functions of assigned area.
- Principles, practices, procedures software related to public agency record keeping and the Clerk function.
- Information technology best practices, operating procedures, and current trends.
- Principles, practices, procedures and software related to office management, public records, and general office services.
- Records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies, including the role of an elected Commission and appointed committees and boards.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, Freedom of Information Act, and Brown Act laws, rules, regulations and procedures.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Principles and practices of data collection and report preparation.
- Modern office practices, methods, computer equipment, and computer applications related to work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- 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 assigned program areas.
- Provide administrative and professional leadership and direction to the division and RCTC.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of administrative and contract personnel; delegate authority and responsibility; select, train, motivate, and evaluate the work of staff.
- Manage large, complex, technical contracts.
- Oversee vendors and consultants working from remote locations.

- Analyze problems, evaluate alternatives, and recommend course of action and strategy.
- Oversee and coordinate maintenance of the official records of RCTC.
- Prepare official minutes, resolutions, ordinances, 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.
- 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 a bachelor's degree in public administration or a closely related field and five (5) years of broad and increasingly responsible experience in administrative services, contracts administration, records management, or related areas.

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 2020

REVISED:

FLSA: Exempt

PAY RANGE: 51