



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

POSITION: TRANSPORTATION STAFF ANALYST I

JOB SUMMARY:

Under the direction of the Director of Transportation & Planning and Transportation Department staff, the Transportation Staff Analyst will assist in developing and implementing WRCOG's Transportation Programs including WRCOG's multi-billion dollar Transportation Uniform Mitigation Fee Program (TUMF) Program and other related efforts as directed.

Under supervision, this position will perform assigned duties to acquire knowledge of methods, procedures, and standards required for successful performance in the various Transportation Programs.

Specific activities required of the Transportation Staff Analyst will include but not be limited to the following:

- Reviewing worksheets provided by member agencies to calculate and collect the TUMF in a timely and efficient manner.
- Monitoring and maintaining records of TUMF collections by member agency and by land use.
- Responding to calls and emails from member agencies and other stakeholders related to the TUMF Program.
- Reviewing documents prepared by member agencies related to the TUMF Program.
- Working with the Director of Transportation & Planning and Transportation Department staff to support regular updates of the TUMF Program.
- Participating in regular meetings with WRCOG member agencies.
- Supporting the Director of Transportation & Planning and Transportation Department staff at various WRCOG Committee meetings.

The Transportation Staff Analyst serves as an "at will" employee.

EXAMPLES OF DUTIES / FUNCTIONS:

Management reserves the right to add, modify, or rescind the work assignments of this position as listed below and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

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

- Assists with regular updates of the WRCOG's TUMF Program; assists with regular comprehensive TUMF Program updates in accordance with state law; updates TUMF reference / implementing documents.
- Assists in the update of WRCOG's five Zonal TUMF Transportation Improvement Programs.
- Assists in the review of TUMF Credit Agreements between developers and member agencies and TUMF Reimbursement Agreements between WRCOG and member agencies.
- Assists in the review of monthly TUMF remittance reports submitted by member agencies.
- Assists in the calculation and collection of TUMF for new development projects.
- Assists in the review and processing of TUMF project invoices submitted by member agencies
- Assists with oversight of TUMF and transportation-related consultant contracts, TUMF credit and reimbursement agreements, on-call engineering task orders, and contracts.
- Assists with the preparation of the TUMF Annual Report.

- Assists with the research of potential policy changes related to the TUMF Program.
- Assists with the preparation of materials to ensure timeliness of transportation information on WRCOG's website and through WRCOG's social media outlets.
- Supports the Director of Transportation & Planning and other WRCOG staff, through agenda item preparation and presentations, monthly meetings to the Public Works Committee, the Technical Advisory Committee, the Administration & Finance Committee, and the Executive Committee, as well as for 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 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 & Planning and/or the 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 two years of work experience, or a Master's degree with one year of work experience.
- Preference will be given to applicants with a background in Urban Planning or Accounting.
- Preference will be given to applicants with experience in transportation planning, traffic engineering, or civil engineering.
Preference will be given to applications with an understanding of basic accounting principles and procedures.
- Good written and verbal communication skills.
- Strong quantitative analysis ability.
- 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.
- Basis working knowledge of MS Office Suite: Word, Excel, and PowerPoint.
- Possession of valid California Driver's License and proof of automobile liability insurance.

COMPENSATION:

Salary: \$42,162 - \$79,477 annually

Hours: 40 hours per week

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

APPLICATION:

A completed [application](#), detailed resume, and cover letter must be submitted / postmarked by the filing deadline to:

Western Riverside Council of Governments
3390 University Avenue, Suite 450
Riverside, CA 92501

Attn: Chris Gray

Applications can be emailed to Chris Gray, Director of Transportation and Planning, at cgray@wrcog.us.

FILING DEADLINE:

Application materials must be submitted by **5:00 p.m. (Pacific Standard Time) on Friday, April 12, 2019**. 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 Chris Gray, Director of Transportation and Planning, 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 1.8 million people, and some 800,000 will join us by the year 2035. In addition to the 19 member jurisdictions, the Eastern Municipal Water District and Western Municipal Water District, the Riverside County Superintendent of Schools, and the Morongo Band of Mission Indians are members of the Agency.

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 our future. 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, housing, environment, energy, economy, growth and sustainability.

For more information on WRCOG please visit the Agency website at www.wrcog.us.

WRCOG is an equal opportunity employer.