



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

POSITION: ANALYST II – (Working Title: Management Analyst)

JOB SUMMARY:

Under general direction, the Analyst II will perform a series of research, analytical, content creation, and administrative tasks related to special projects and ongoing assignments.

The Analyst II 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 make reasonable accommodations so that qualified employees can perform the job's essential functions.

Under the general direction, the job functions of the Analyst II include, but are not limited to:

- Work independently to prioritize and complete complex and confidential tasks.
- Maintain and upload regular content to the web and social media sites.
- Research, provide high-level analysis, and compile data on various trends and topics.
- Track and provide status reports on agency-wide projects.
- Initiate and support the writing and editing of reports, agenda items, fact sheets, etc.
- Provide administrative and planning support to committee meetings, including the annual General Assembly.
- Screen inquiries and coordinate schedules and agency-wide responses to legislative and Public Records requests
- Support the Program Manager and other WRCOG staff through agenda item preparation and presentations.
- Perform other related duties as required and assists with a variety of special projects.

SUPERVISION RECEIVED AND EXERCISED:

The Management Analyst will receive administrative, policy, and technical direction and may provide supervision of other employees, programs, and projects.

CLASS CHARACTERISTICS:

The Management Analyst supports special projects and ongoing assignments involving high-visibility, complex, and confidential tasks. The incumbent regularly interacts with the Executive Director, other members of the Executive Management Team, and various stakeholders. The Management Analyst coordinates activities among, and may make presentations to, a variety of staff and external stakeholders.

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 in Communications, Journalism, Political Science, Business Administration, Public Administration, or a related field from an accredited college or

university, and two years of progressively responsible experience in analytical, public affairs, communications, or legislative activities.

Knowledge of:

- Modern tracking, communication, project management, and research software.
- Best practices of public sector practices and administration.
- Website and Social Media platforms.
- Professional communication best practices.

Ability to:

- Work with limited supervision.
- Review work products for quality and validity.
- Encourage and facilitate cooperation.
- Research and analyze legislation and evaluate its impact.
- Communicate orally and in writing on administrative and technical topics.
- Establish and maintain effective working relationships with internal and external stakeholders.
- Exercise sound judgment in applying appropriate policies and procedures.
- Demonstrate creative problem solving and commercial awareness.
- Reliably deliver timely, high quality, and consistent work product.
- Manage multiple priorities and quickly adapt to changing priorities in a fast paced, dynamic environment.
- Work occasional overtime or on weekends and evenings to support community events and meetings.

PHYSICAL DEMANDS:

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 15 pounds. WRCOG will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

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, and government officials, business representatives, and the public in explaining Agency Programs and requesting and providing information.

COMPENSATION:

Salary: \$78,000 to \$107,524 annually, \$6,000 to \$8,270 monthly (\$37.50 to \$51.69 per hour), depending on qualifications.

Hours: 40-hour work week.

Benefits: Benefits include CalPERS retirement benefits (Classic: 2.7%@55 formula and PEPRA 2%@62 formula with 6.75% Employee Paid Member Contribution), medical, dental, 10 day's vacation annually, 13 days sick leave annually, 13 holidays annually, additional benefits available after 3 years of service and a deferred compensation plan (Employee Paid Member Contribution).

APPLICATION:

Please submit a completed [application](#) along with a current resume and cover letter, to careers@wrcog.us. If anyone with a disability has any issues accessing the online application program, please contact Princess Hester at (951) 405-6704.

FILING DEADLINE:

This position will remain open until filled (first screening March 20, 2023).

FOR MORE INFORMATION ABOUT THIS OPPORTUNITY:

For more information regarding this job opportunity please contact Hiring Manager at careers@wrcog.us.

ABOUT WRCOG:

Established in 1991, the Western Riverside Council of Governments is a Public Employer serving a Southern California region of more than 2 million people. WRCOG is formed as a Joint Powers Authority (JPA) between a county, 18 cities, 2 water agencies, a county superintendent of schools, and a federal JPA serving one of the fastest growing regions in the United States. The agency convenes stakeholders and subject-matter experts to support its member agencies. It conducts studies and addresses issues of mutual concern that are unique to the region. This often includes topics such as Transportation, Planning, Energy, Environment, and Workforce Training.

For more information on WRCOG please visit the Agency website at www.wrcog.us. WRCOG is an equal opportunity employer.