



**DATE: MARCH 2024**  
**FLSA: I – Non-Exempt**  
**II – Exempt**

## **Management Analyst I/II – CV Sync**

### **POSITION OVERVIEW**

Under general supervision or direction, performs analysis and coordination to support the implementation of regional synchronization of traffic signals, the modernization and standardization of hardware and software, and future of intelligent transportation system infrastructure (ITS) in the Coachella Valley; coordinates Regional Traffic Management Center (RTMC) and local Traffic Operation Centers (TOC) to assist connected traffic signals; conducts research and analysis to help determine regional system enhancements; and performs related duties as assigned.

### **JOB DUTIES**

*In addition to the job duties outlined in the **Management Analyst** classification specification, the following are typical duties performed within this assignment. The duties specified below are representative of the nature and level of duties of this assignment and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar and related to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.*

- Provides a variety of analytical and technical support to assigned program manager by conducting research, data analysis, budgetary and program analysis, contract administration, performance monitoring of regional synchronization of traffic signals, the modernization and standardization of hardware and software, and future of intelligent transportation system infrastructure (ITS) in the Coachella Valley.
- Coordinates Regional Traffic Management Center (RTMC) and local Traffic Operation Centers (TOC) with local jurisdictions, transit operators, and other local agencies to assist in the traffic and incident management strategies deployed within the RTMC's service area.
- Develops strategies and recommendations to improve reliability and efficiency of the RTMC.
- Collaborates with partner agencies related to traffic management, including local cities, CALTRANS, the County of Riverside, and local law enforcement.
- Provides special event support, including implementing pre-determined and approved regional traffic signal timing coordination plans to meet the demands of special activities/events and activating changeable message signs (CMS) and route or parking guidance systems.
- Conducts periodic status checks on ITS devices, system detectors and systems communication, including preparing written reports.
- Accepts complaints or concerns regarding traffic control devices from the public and City/Agency staff, including addressing any equipment issues.
- Monitors and coordinates with contractor and/or vendor with completion of projects, plans and deliverables.
- Activates changeable message signs (CMS) and route or parking guidance systems to direct traffic to sports and entertainment venues; change pre-scheduled sign messages in response to altered traffic conditions; coordinate activation of freeway message signs with Caltrans and local agencies.

- Conducts meetings to monitor regional system enhancements and gather input from CVAG committees and member agencies; assists in answering questions and providing information relating to CVAG's programs, projects, and policies.
- Completes various analyses for assigned programs including, managing program budgets, assessing level of costs to goal attainment, and developing and monitoring performance metrics.
- Monitors and ensures programming and contract compliance with all quality assurance policies and procedures, including Caltrans, as well as internal policies and procedures.
- Provides technical expertise to CVAG's member agencies and the public.
- Assists in Representing CVAG at meetings and events, including preparing and presenting reports related to the administration of the Coachella Valley Transportation Program.
- Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Techniques for monitoring performance of regional synchronization of traffic signals, the modernization and standardization of hardware and software, and future of ITS.
- Role of a regional and local traffic management center in RTMC and local TOC have in connecting traffic signals.

### **Ability to:**

- Perform research, data analysis, budgetary and program analysis, contract administration, and performance monitoring.
- Incumbents in this position work in indoor and outdoor environments and experience exposure to heat, cold, noise, wind, dust, and other extreme weather conditions; exposure to mechanical, chemical, electrical, and respiratory hazards; work on slippery or uneven surfaces; and moderate to loud noise levels
- Positions in this class typically require standing, sitting, walking, lifting, carrying, pushing/pulling, reaching, handling, fine dexterity, kneeling, crouching, crawling, bending, twisting, climbing, vision, hearing, talking, and foot controls.
- Very Heavy: Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

### **Willingness to:**

- Adjust working hours to help facilitate safe and efficient movement of vehicular traffic, including evenings, weekends, and special events.

### **Minimum Qualifications**

*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:*

Management Analyst I/II: Equivalent to a bachelor's degree from an accredited college or university with major coursework in transportation, urban, or regional planning, engineering, public or business administration, or a related field.

Management Analyst I: One (1) year of experience in transportation planning and/or transportation engineering.

Management Analyst II: Three (3) years of increasingly responsible experience in transportation planning and/or transportation engineering.

**Licenses and Certifications:**

- Possession of an appropriate valid driver's license to be maintained throughout employment.
- IMSA Work Zone Safety or Equivalent
- IMSA Signal Tech Level 1 or Equivalent