

Transportation Information Analyst

Purpose Statement:

This position of Transportation Information Analyst is done for the purpose of performing business and operational analysis of the Transportation Department data and assisting the technology department with special projects related to transportation planning.

Essential Functions:

- **Extracts, compiles, and analyzes** data from multiple sources for planning and decision-making; ensures accuracy of data; prepares ad hoc reports upon request
- **Identifies and analyzes** the impact to the district efficiencies and budget based on transportation costs regarding boundary changes, opening new schools, and changes to school start times
- **Performs** route analysis on a cost basis; calculates accurate costs of bus operations; performs trend analysis
- **Models and assesses** various transportation scenarios including planning, building, costing, and different operational combinations (e.g., bell time changes, service area changes, instructional program relocations, and changing service levels for various customers)
- **Operates** computer routing system to collect data and information on student lists, maps, bus routes, school boundaries, walk areas and special reports. Updates maps with new developments and Geo code.
- **Recommends** changes to existing processes and practices based on analysis of data; leads process redesign implementation
- **Provides** information to stakeholders regarding routes, stops, schedules, delays, loads, rules, and regulations that affect route planning in a clear and concise manner
- **Places** priority value on meeting the transportation needs of the district in a safe, timely, and appropriate way which complies with internal and external transportation regulations; ensures adherence to district policies and procedures, as well as state and federal laws and regulations relating to transportation
- **Acts** as a liaison between the Transportation Department, community, administrators, and staff; establishes and maintains positive public relations designed to promote the understanding and support for specialized transportation
- **Attends** district and community meetings to address transportation requests and/or provide information as needed; resolves and/or refers issues as appropriate
- **Plans and presents** professional learning, training, to staff

Other Functions:

- **Performs** related duties that are consistent with the job description and employee assignment
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities

Job Requirements – Minimum Qualifications:

Skills, Knowledge and/or Abilities Required:

- Knowledge of computers and computer application software
- Ability to use Microsoft Office (especially Excel and PowerPoint) at a sophisticated level
- Ability to take initiative, work independently, and effectively manage multiple projects with conflicting deadlines and/or priorities
- Ability to learn new software programs quickly
- Skill in analyzing data and processes to generate efficient solutions
- Ability to maintain confidential material and information; ability to create models from theoretical situations
- Knowledge of or ability to learn safety standards, laws, regulations, policies, and procedures related to pupil transportation
- Ability to read, interpret and update maps
- Ability to communicate effectively orally and in writing
- Ability to attend to detail and accuracy
- Ability to follow tasks through to completion
- Ability to remain flexible and work effectively under pressure
- Ability to establish and maintain effective working relationships with co-workers and clients
- Strong skills in problem resolution
- Ability to write, edit, and format documents utilizing different software programs
- Ability to make effective presentations before a variety of audiences
- Ability to interpret technical data to non-technical staff

Education Required:

Bachelor’s degree in business administration, statistics, mathematics, computer science, or a related field and recent work experience in a position where problem-solving skills, applied analytical skills, and computer proficiency were required.

Experience Preferred:

Prior project management experience, school district experience, and knowledge of Traversa or Zonar software desirable. Excellent customer service skills and experience in interacting with a diversity of customers and customer needs.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under some hazardous conditions and in varying atmospheric conditions.

Required Testing:

Successful completion of required tests

Certificates & Licenses:

None

Continuing Educ./Training:

None

Clearances:

Criminal Justice Fingerprint/Background Clearance