The Management Analyst - Transportation leads all activities associated with transportation routing. Important additional duties include providing technical support in the areas of data collection, analysis, and reporting. Work involves collecting, summarizing, and analyzing a variety of data to support organizational and stakeholder understanding of department efficacy and efficiency. The Management Analyst - Transportation will prepare reports for multiple audiences and assist with department level presentations. Employee must be able to work independently, have strong organizational/project management skills, and collaborate well with others.

Chain of Command

The Management Analyst Transportation works under the supervision of a Transportation Supervisor and reports to the Director of Transportation.

Competencies of the Management Analyst - Transportation

- Exceptional written and verbal communications skills
- Strong organizational and time management skills
- Knowledge of relevant federal, state, and local laws, as pertain to public education
- Proficiency with various technologies used for analysis, reporting, and data collection (i.e. Microsoft products, Visions (Business/Human Resource Software), OneDrive/Google Drive, Visio and Survey Monkey).

Essential Duties

- Create and maintain all aspects of student transportation routing
- Assists in designing various data collection and reporting projects and activities.
- Develops timelines for project implementation, including resources needed.
- Collects data from a variety of resources including related web sites, obtains needed data from existing data files, and creates/prepares appropriate spreadsheets and databases.
- Assists in developing and administering surveys.
- Responsible for data validation and ensuring data quality in regards to reporting and systems.
- Assists with the development, implementation, administration, and reporting of key metrics/dashboards for departments and sites through digital interfaces.
- Supports the creation of presentations and reporting.

Minimum Qualifications

- Bachelor's Degree in a related field and two years of experience related to area of assignment is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements

- AZ IVP Fingerprint Clearance Card

Date Revised

5.3.2023