

TRANSPORTATION ANALYST

DEFINITION:

Under general supervision of the Director of Transportation, the Transportation Analyst evaluates and enhances administrative processes and operations within the department. Primary responsibilities include conducting research, analyzing data, preparing reports, and providing recommendations to improve efficiency and overall effectiveness. This position works closely with the Director of Transportation, and other transportation staff, offering direct support to optimize workflows and ensure smooth departmental operations.

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:

Experience:

- Minimum of four (4) years of relevant transportation operations experience
- Project management, including planning, execution, and evaluation experience preferred

Education:

- High school diploma or equivalent
- Bachelor's degree in business administration, public administration, or related field preferred

License/Certifications:

- Valid Class C California Driver's License required with a satisfactory driving record.
- Valid Class B California Driver's License with School Bus Certification preferred

DISTINGUISHING CHARACTERISTICS:

This position requires an extensive understanding and specialized knowledge in the operation and coordination of school transportation programs. The incumbent must possess strong analytical and detail-oriented skills, capable of using software and databases to analyze data, generate reports, and make informed recommendations. Excellent communication skills, and the ability to present findings clearly to stakeholders. Adaptability, ethical standards, and collaboration skills. Effective time management, prioritization, and a commitment to continuous learning. Ability to multitask in a fast-paced office environment, effectively managing competing priorities and deadlines. The incumbent must exercise independent judgment in accordance with established policies and procedures; will train and coordinate the work of others and perform related work as required. Career advancement to the Transportation Analyst may begin with an entry level administrative, technical or specialized transportation role. After gaining four (4) or more years of experience demonstrating expertise, showing initiative, and strong departmental knowledge, employees in these roles may be considered for promotion to Transportation Analyst.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Implement process improvements and enhance operational efficiency and effectiveness
- Analyze budget variances, identify cost-saving opportunities, and recommend adjustments
- Conduct research on industry trends, best practices, and regulations to support initiatives
- Ensure all initiatives align with the district's mission and goals
- Ensure compliance with organizational policies, regulations, and industry standards
- Prepare reports, presentations, and visualizations to communicate findings
- Present findings and pitch ideas to management and other departments
- Analyze data and processes to better understand and solve problems
- Oversee and manage multiple databases for the department

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- Maintain state and county reports; assist with CHP inspections
- Maintain paperwork for bus acquisitions
- Maintain accurate recordkeeping files, including confidential material
- Oversee the maintenance of drug and alcohol testing records for Department of Transportation (DOT)
- Collect data from office records for supervisor use; monitor reports and records for accuracy
- Provide internal support to increase efficiency and productivity
- Assist management in all related transportation functions as needed
- May assist with dispatching as needed
- Assist in budget planning, monitoring, and forecasting activities
- Develop training materials and provide training to staff on administrative and operational procedures

KNOWLEDGE:

- Transportation policies, regulations, safety standards, and best practices
- Transportation management systems, routing software, and data analysis tools
- Budgeting, financial analysis, and procurement processes
- Funding sources, grant disbursement procedures
- Modern office software (e.g., word processing, spreadsheets) and methods
- Report writing, recordkeeping, and project organization
- Effective English communication in person, by phone, and in writing

ABILITIES AND SKILLS:

- Task management (e.g., scheduling, correspondence, office organization)
- Research, data analysis, and financial principles
- Strong verbal and written communication skills
- Leadership experience in administrative roles
- Understand and apply district policies, laws, and regulations
- Use computers, software, and equipment proficiently
- Oversee the work of others and manage multiple tasks effectively
- Address public inquiries tactfully and courteously
- Follow oral and written directions

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.