

**MEMORANDUM OF UNDERSTANDING #25-26-11**  
**between the**  
**FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT**  
**and**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**  
**AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)**

**Transportation Analyst New Job Description**  
**November 12, 2025**

This Memorandum of Understanding (“MOU”) is agreed to between the Folsom Cordova Unified School District (“District”) and the California School Employees Association (CSEA), and its American River Chapter No. 528. Collectively, the District and CSEA will be referred to as “the Parties.” The District and CSEA are parties to a collective bargaining agreement (“CBA”) which expires June 30, 2026.

The Parties have negotiated all matters within the scope of representation and reached agreement on the Transportation Analyst new job description (Attachment A).

**Rationale**

The Transportation department has identified the need for a Transportation Analyst due to complex administrative duties needed in support of the general day-to-day operations of the transportation department.

**Salary Placement**


The Transportation Analyst will be placed on Range 15 of the Classified Transportation Unit Salary Schedule (Attachment B).

**Fiscal Impact**

The estimated cost of creating this position is \$74,399 from the General Fund.

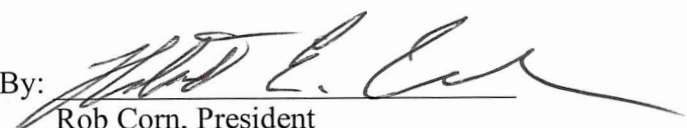
This job description shall be effective upon ratification by the Board of this MOU.

FOR THE FOLSOM CORDOVA  
UNIFIED SCHOOL DISTRICT

By:   
\_\_\_\_\_  
David Byrd, Executive Director  
Human Resources

Date: 11/21/25

FOR THE CALIFORNIA SCHOOL  
EMPLOYEES ASSOCIATION, CH. 528

By:   
\_\_\_\_\_  
Rob Corn, President

By:   
\_\_\_\_\_  
Kennedy Liem, Labor Relations Representative

Date: 11/21/2025

Board Approved: 01/15/2026

CSEA Ratified: 12/17/2025

NEW VERSION 1: 10/23/2024  
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, ~~Supervisors, Dispatchers,~~ 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:

**Education:**

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

**Experience:**

- Minimum of four (4) years of relevant transportation operations experience
- Project management, including planning, execution, and evaluation experience 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, ~~in Transportation learning the department's processes and operational procedures. After gaining four (4) or more years of experience demonstrating expertise in operational responsibilities, excelling in technical or specialized tasks, showing initiative, and building strong departmental knowledge of the transportation department, an administrative, technical, or specialized employees in these roles may be considered for promotion to the Transportation Analyst role.~~

**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

Pending CSEA and Board Approval

NEW VERSION 1: 10/23/2024  
TRANSPORTATION ANALYST

- Analyze data and processes to better understand and solve problems
- Oversee and manage multiple databases for the department
- 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
- May provide administrative support by managing calendars, scheduling meetings, and coordinating logistics
- Develop training materials and provide training to staff on administrative and operational procedures
- ~~Prepares reports, presentations, and visualizations to communicate findings to stakeholders~~
- ~~Conduct research on industry trends, best practices, regulations and other relevant topics to support organizational initiatives.~~
- ~~Presenting findings and pitching ideas to management and other departments so they understand recommendation or changes~~
- ~~Implement process improvements and enhance operational efficiency and effectiveness~~
- ~~Assist in budget planning, monitoring, and forecasting activities.~~
- ~~Analyze budget variances, identify cost-saving opportunities, and recommend adjustments as needed.~~
- ~~Oversee and manage multiple databases for the department~~
- ~~Analyzing data and processes to look for and better understand problems~~
- ~~Ensure compliance with organizational policies, regulations, and industry standards.~~
- ~~Provides internal support to increase efficiency, and productivity~~
- ~~Maintain state and county reports for the department; assist with CHP Inspections~~
- ~~Maintain paperwork for bus acquisitions~~
- ~~Maintain accurate recordkeeping files including files of confidential material~~
- ~~Maintains drug and alcohol records~~
- ~~Provide administrative support to the department or teams by managing calendars, scheduling meetings, and coordinating logistics.~~
- ~~Collects data from office records for use by supervisor, monitors reports, records and other data for accuracy~~
- ~~Develop training materials and provide training to staff on administrative procedures~~
- ~~Ensure all initiatives align with the districts mission and goals~~
- ~~Assist management in all related transportation functions as needed~~
- ~~May assist with dispatching as needed~~

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

Pending CSEA and Board Approval

**NEW VERSION 1: 10/23/2024**  
**TRANSPORTATION ANALYST**

**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
- ~~Interpret~~ 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.

**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.

Pending CSEA and Board Approval



FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT  
2025-2026  
CLASSIFIED TRANSPORTATION UNIT SALARY SCHEDULE

2% INCREASE OVER 2025-2026 BOARD APPROVED SALARY SCHEDULE

Step	1	2	3	4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	45+
Range													
1	20.00	20.83	21.85	22.93	24.09	25.31	26.56	27.90	29.27	30.75	32.28	33.89	35.60
2	20.32	21.34	22.40	23.52	24.66	25.91	27.19	28.56	29.99	31.48	33.06	34.71	36.44
3	20.85	21.86	22.95	24.10	25.33	26.58	27.92	29.30	30.77	32.31	33.93	35.64	37.40
4	21.33	22.41	23.53	24.67	25.97	27.26	28.63	30.06	31.57	33.15	34.79	36.53	38.36
5	21.89	22.99	24.13	25.35	26.60	27.94	29.33	30.80	32.34	33.96	35.66	37.43	39.31
6	22.42	23.56	24.71	25.99	27.29	28.65	30.08	31.59	33.17	34.82	36.56	38.39	40.32
7	22.99	24.13	25.35	26.60	27.96	29.37	30.82	32.37	33.99	35.70	37.47	39.35	41.32
8	23.56	24.71	25.99	27.29	28.65	30.09	31.60	33.18	34.83	36.57	38.40	40.32	42.34
9	24.14	25.36	26.61	27.98	29.37	30.83	32.37	34.00	35.70	37.49	39.35	41.32	43.38
10	24.72	26.00	27.30	28.66	30.11	31.63	33.21	34.86	36.60	38.43	40.36	42.38	44.51
11	25.37	26.63	27.99	29.38	30.87	32.41	34.03	35.73	37.52	39.40	41.37	43.44	45.61
12	26.02	27.33	28.69	30.13	31.65	33.23	34.89	36.63	38.47	40.39	42.42	44.54	46.77
13	26.66	28.01	29.41	30.88	32.40	34.02	35.72	37.51	39.39	41.36	43.40	45.59	47.87
14	27.34	28.70	30.14	31.66	33.21	34.86	36.61	38.44	40.36	42.38	44.49	46.73	49.05
15	28.02	29.43	30.89	32.44	34.04	35.74	37.53	39.41	41.38	43.45	45.61	47.89	50.30
16	28.71	30.15	31.67	33.25	34.92	36.68	38.51	40.43	42.46	44.58	46.80	49.14	51.60
17	29.44	30.91	32.46	34.08	35.78	37.57	39.45	41.42	43.49	45.67	47.94	50.35	52.87
18	30.17	31.68	33.26	34.92	36.69	38.52	40.45	42.46	44.59	46.82	49.16	51.61	54.19
19	30.94	32.49	34.12	35.82	37.61	39.48	41.46	43.53	45.72	47.99	50.39	52.92	55.56
20	31.72	33.30	34.97	36.73	38.54	40.48	42.50	44.63	46.85	49.20	51.65	54.22	56.93

CLASSIFIED TRANSPORTATION UNIT	RANGE
Lead Mechanic	20
Mechanic II	17
Bus Driver Instructor	15
Transportation Analyst	15
Mechanic I	14
Dispatcher	13
Administrative Assistant II	11
Transportation Technician	8
Transportation Serviceperson	8
Bus Driver	8
Relief Bus Driver	8
Bus Attendant	1