

TRANSPORTATION SYSTEMS ANALYST 1

Nature of Work: Under direct supervision, performs beginning level work assisting in researching, analyzing and planning the impact and/or status of, or bidding highway construction and maintenance projects or assists in managing grant programs. Travel may be required to collect data and conduct studies in the field. Performs related work as required.

Distinguishing Characteristics: Work at this level is characterized by the entry level of work and close working relationship with the higher level Transportation Systems Analyst.

Examples of Work

Assists in editing, proofreading and writing transportation reports.

Assists in the collection and analysis of data and evaluates economic, environmental and social impact of projects.

Assists in the compilation of technical and analytical findings into a required document such as assessments, categorical exclusions, impact statements, state management plans, project guides, state transportation improvement programs or application packets.

Assists in designing and conducting field surveys, questionnaire surveys and field reviews to collect data for transportation studies.

Assists in writing correspondence and reports to be sent to the Federal Highway Administration and/or the Federal Transit Administration regarding necessary amount of funds, scope of work and revision of project plans.

Review plans, typical sections, cross sections, profiles, cost estimates, and other data required for the preparation of contract bids.

Review projects in the Project Tracking System and Bid Analysis Management System to ensure accuracy and consistency.

Coordinate review of project plans, specifications and estimate between agency and federal officials.

Assists in collecting and researching data such as air, soil, and water quality from reports of federal or state agencies, permits, or through field reviews of proposed, existing or abandoned sites.

Assists in developing charts, graphs, tables, maps, schedules and other illustrations for use in transportation reports.

Assists in applying for, reporting, monitoring and closing out of federal transit grant programs.

Assists in the procurement process regarding capital equipment and third party contracts.

TRANSPORTATION SYSTEMS ANALYST 1 (CONT'D)**Knowledge, Skills and Abilities**

- Knowledge of methods and techniques used in the collection, evaluation and organization of data.
- Knowledge of the objectives, methodologies and principles of planning.
- Knowledge of principles and practices of environmental analysis.
- Knowledge of the effects of environmental projects on human and natural resources and ecological relationships.
- Ability to orally communicate the purpose of obtaining, imparting, or exchanging information.
- Ability to collect, evaluate and organize data for use in transportation programs, to draw valid conclusions from data.
- Ability to establish and maintain effective working relationships with other Department of Transportation employees, grantees, and federal officials.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university.

Substitution: Full-time or part-time equivalent paid experience in the research, analysis, planning, bidding, or administration of highway construction and maintenance projects or managing transit grant programs may substitute for the required training on a year-for-year basis.

OR

One year as a Trainee, Transportation Realty Trainee, Associate Engineering Technician, Engineering Technician, Senior Engineering Technician or NICET Enrollee 2, 3 or 4 with the Department of Transportation.

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