

TRANSPORTATION SYSTEMS ANALYST 2

Nature of Work: Under general supervision, performs full-performance work in researching, analyzing and planning the impact and/or status of, or bidding highway construction and maintenance projects or in managing transit 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 full-performance level of work. May mentor lower level Transportation Systems Analysts.

Examples of Work

Edits, proofreads and writes transportation reports.
Collects and analyzes data and evaluates economic, environmental and social impact of projects.
Compiles 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.
Designs and conducts field surveys, questionnaire surveys and field reviews to collect data for transportation studies.
Writes 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 and/or grant requirements.
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.
Collects and researches 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.
Develops charts, graphs, tables, maps, schedules and other illustrations for use in transportation reports.
Applies for, reports, monitors and closes out federal transit grant programs.
Develops specifications for the procurement process regarding capital equipment and third party contracts.
Procures capital equipment and programs and/or materials under third party contracts.

TRANSPORTATION SYSTEMS ANALYST 2 (CONT'D)**Knowledge, Skills and Abilities**

- Oversees grant compliance by providing all grantees the requirements of federal regulations and monitoring their compliance.
- 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.
- Knowledge of transit grant programs and applicable federal requirements.
- 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.
- Ability to provide direction and guidance to lower level Transportation Systems Analysts.

Minimum Qualifications

- Training:** Graduation from an accredited four-year college or university.
- Substitution:** Experience as described below may be substituted for the required training on a year-for-year basis.
- Experience:** Two years of 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.
- Substitution:** Successfully completed graduate training from an accredited college or university in transportation, urban or regional planning, engineering, economics, statistics, mathematics, geography, business administration, public administration, environmental studies, history, archeology, or the physical or natural sciences may substitute for the required experience on a year-for-year basis.

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