

TRANSPORTATION ANALYST SUPERVISOR

Nature of Work: Under administrative direction, performs supervisory work in planning, assigning, coordinating, reviewing and evaluating the work of three or more Transportation Systems Analysts. Travel may be required. Performs related work as required.

Examples of Work

- Edits, proofreads and writes transportation reports.
- 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.
- Plans, assigns, coordinates, reviews and evaluates the work of Transportation Systems Analysts.
- Carries out the directions of the Transportation Analyst Manager.
- Oversees federal transit grant programs.
- Oversees procurement of capital equipment and programs and/or materials under third party contracts.
- Oversees grant compliance by providing all grantees the requirements of federal regulations and monitoring their compliance.
- Financial oversight over a complex transit grant program.
- Recommends correction action if needed.

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.
- Knowledge of transportation grants and applicable federal requirements.
- Ability to orally communicate the purpose of obtaining, imparting, or exchanging information.

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

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.

Ability to plan, assign, coordinate, review and evaluate the work of 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: Six years of full-time or part-time equivalent paid experience in the research, analysis and 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.

Established: 11/16/93
Revised: 11/28/95, 11/9/99
Effective: 11/9/99