

TRANSPORTATION ANALYST MANAGER 1**Nature of Work**

Under administrative direction, performs professional work at the manager level with responsibility for an established specialized program or program unit of the Division of Highways. Exercises delegated authority to plan, organize and evaluate the work activities of an engineering or technical field. Work requires analysis and interpretation of engineering or technical theory and principles, environmental standards, professional practices and operational procedures. Performs related work as required.

Distinguishing Characteristics

Directs the operations of a small organizational unit identified as an engineering support unit or manages environmental compliance across organizational lines within a district. Work requires knowledge of specific engineering or technical theory and principles of a transportation specialty or environmental speciality area. Operational policy and procedures are relatively stable and singular in theme. Exercises latitude in determining work procedures and priorities and advises and makes recommendations regarding program policies, rules, regulations and procedures. Includes supervision of a limited variety of technical or professional support staff. Is accountable to a Transportation Systems Director or Highway Engineer 4 or 5.

Examples of Work

Plans, assigns and coordinates the work of subordinate staff. Implements policies, procedures and regulations of the Department of Transportation.

Reviews and monitors projects of subordinate staff and advises management of status of same.

May train new personnel; evaluates performance and recommends hiring, disciplinary action and merit increases.

Confers with staff on unit requirements, projects and workloads.

Conducts field reviews of projects proposed, under construction, or completed to assure environmental permit requirements are being met.

Coordinates environmental analysis activity with federal and state or local agencies and recommends modifications or mitigations that will satisfy environmental regulations.

TRANSPORTATION ANALYST MANAGER 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 environmental/natural resources laws and regulations and permitting requirements.

Knowledge of the various legal requirements relating to state and regional planning.

Ability to communicate the purpose of obtaining, imparting or exchanging information.

Ability to collect, evaluate and organize data for use in highway planning; to draw valid conclusions from data.

Ability to establish and maintain effective working relationships with other Department of Transportation employees as well as federal officials and regulatory agencies.

Ability to provide administrative direction and guidance to transportation and highway officials who are involved in the planning and administration of projects.

Ability to plan, assign, coordinate, review and evaluate the work of transportation planners, designers and administrators.

Minimum Qualifications

Training: Bachelor's degree from an accredited four-year college or university with a major in transportation, urban or regional planning, engineering, economics, statistics, mathematics, geography, business administration, public administration or the physical or natural sciences.

Substitution: Full-time or equivalent part-time paid professional experience in the research, analysis and planning of highway construction and maintenance projects, and experience as described below may substitute for the required training on a year-for-year basis.

Experience: Four years of full-time or equivalent part-time paid professional experience in researching, analyzing and planning of the impact and/or status of highway construction and maintenance projects, or building construction site development projects, or surface or deep mine construction and maintenance, two years of which must have been in a supervisory capacity.

TRANSPORTATION ANALYST MANAGER 1 (CONT'D)

Minimum Qualifications (cont'd)

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 or the physical or natural sciences may substitute for the required non-supervisory experience on a year-for-year basis.

Established: 10/21/93
Revised: 08/07/01
Effective: 08/07/01