

ALTERNATIVE TRANSPORTATION ANALYST I
ALTERNATIVE TRANSPORTATION ANALYST II

DEFINITION

To perform professional administrative and technical duties related to development, administration, and implementation of a variety of alternative transportation programs including bus transit, bicycle/pedestrian, and transportation systems management; and to provide highly responsible technical staff assistance in conducting analyses of alternative transportation systems and programs and make related recommendations.

DISTINGUISHING CHARACTERISTICS

Alternative Transportation Analyst I – This is the entry level class in the Alternative Transportation Analyst series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Alternative Transportation Analyst II – This is the journey level class within the Alternative Transportation Analyst series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Alternative Transportation Analyst I

Receives general supervision from the Alternative Transportation Manager.

May exercise direct supervision over administrative and technical support staff as appropriate.

Alternative Transportation Analyst II

Receives direction from the Alternative Transportation Manager.

May exercise direct supervision over assigned staff; may exercise technical and functional supervision over administrative and technical support staff as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide responsible professional and technical assistance in the development, administration and implementation of assigned alternative transportation programs that include bus transit, bicycle/pedestrian, and transportation systems management; assist in formulating related program policies, goals and procedures; collect and compile data that support recommendations.

Assist in the development of new program elements and program modifications according to area of assignment in order to meet program goals and objectives; monitor and coordinate the operation of assigned transportation program areas; and perform analytical work including cost/benefit analyses.

Monitor and coordinate on-going operations of an assigned program area; perform related analytical work and maintain documentation and supporting records and statistics.

Provide highly responsible analytical staff assistance including conducting specific and/or comprehensive surveys and analyses of a variety of alternative transportation methods and systems.

Assist in the preparation of assigned program and project budgets; prepare budget recommendations relative to assigned alternative transportation program responsibilities; coordinate and compile budget recommendations submitted by staff from other City divisions/departments related to alternative transportation programs; research past expenditures and revenues and project future expenditures.

Monitor assigned budget(s) on a regular basis; review purchase requisitions and confirm available funds and authorizations; analyze budget information regarding revenues/expenditures and prepare reports in accordance with requirements of local, State, and Federal funding sources.

Prepare grant proposals according to funding source requirements; monitor approved grants to ensure compliance with conditions and regulations; maintain appropriate documentation and records; participate in audits conducted by grant authority.

Prepare and administer contracts and memoranda of understanding related to various alternative transportation programs and projects; participate in and coordinate and/or facilitate internal and external committees and staff meetings.

Develop a variety of marketing materials to promote the use of alternative modes of transportation; plan, coordinate and implement related events and a variety of information sources including publications and website information.

Prepare and make presentations to a variety of groups, including local employers, City employees and departments, neighborhood groups and others related to alternative transportation; plan and participate in a variety of outreach activities to promote alternative transportation.

Work with developers, property owners, consulting engineers, City staff, and the general public to develop, include, and improve the safety and use of alternative transportation methods and systems.

Respond to requests for information from the general public, City staff, developers, and other interested parties; research requested information and make recommendations appropriate to resolving inquiries and/or complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Alternative Transportation Analyst I

Knowledge of:

Principles and practices of urban transportation planning.

Research methods and procedures including statistical analysis and report writing.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Ability to:

Perform professional work in the development, administration and implementation of a variety of alternative transportation programs.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently walk while conducting site visits; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Prepare a variety of technical reports; prepare and explain graphic displays such as maps, graphs, and charts; and maintain accurate records and files.

Administer assigned program and/or project responsibilities; prepare complex reports; evaluate and develop procedures and policies.

Exercise initiative and independent judgment in sensitive situations; interview, research, problem solve, and negotiate.

Communicate clearly and concisely, both orally and in writing.

May attend evening or weekend meetings outside of usual working hours, as required.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

No professional experience is required.

Training:

A Bachelor's degree from an accredited college or university, preferably in urban planning, transportation planning, environmental studies, public or business administration, or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Alternative Transportation Analyst II

In addition to the qualifications for the Alternative Transportation Analyst I:

Knowledge of:

Pertinent local, State and Federal laws, ordinances and rules related to alternative transportation methods and systems and associated environmental issues.

Principles and practices of advanced program and project management.

Practices of budget preparation and administration.

Ability to:

Independently perform professional work related to analysis and presentation of alternative transportation programs and projects.

Evaluate and respond to comments or reports submitted by governmental agencies, various groups, and the general public.

Experience and Training

Experience:

Two years of professional experience performing duties similar to that of an Alternative Transportation Analyst I with the City of Roseville.

Training:

A Bachelor's degree from an accredited college or university, preferably in urban planning, transportation planning, environmental studies, public or business administration, or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

08-18-20

12-05-16

11-15-16

05-12-07

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