

TRANSIT OPERATIONS ANALYST I
TRANSIT OPERATIONS ANALYST II

DEFINITION

To perform professional administrative and technical duties related to the operations of the City's public transit services and programs; to administer transit operations contracts; and to provide highly responsible technical staff assistance in conducting analyses of public transit systems and programs and make related recommendations.

DISTINGUISHING CHARACTERISTICS

Transit Operations Analyst I – This is the entry level class in the Transit Operations 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.

Transit Operations Analyst II – This is the journey level class within the Transit Operations 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

Transit Operations Analyst I

Receives general supervision from the Alternative Transportation Manager.

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

Transit Operations Analyst II

Receives direction from the Alternative Transportation Manager.

May exercise direct supervision over lower level professional, administrative and technical support staff as appropriate.

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

Administer contracted transit operations; ensure compliance with contract terms, local, State and Federal rules, regulations and laws; review and approve payment of invoices.

Monitor transit operations and receive, research and effectively respond to issues and/or complaints related to operations; identify and implement procedure and/or policy changes in response.

Oversee the collection and maintenance of operational data and costs; analyze data related to financial performance and customer satisfaction; develop and submit required reports.

Research and analyze transit related issues; document findings and recommendations; and implement the development/modification of programs, capital procurements and/or service changes to better serve the community.

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

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 transit related programs and projects; participate in and coordinate and/or facilitate internal and external committees and staff meetings.

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.

Coordinate with other City departments related to capital projects; ensure project procurement is conducted in compliance with City, grant and other funding source requirements; perform project management ensuring budget and schedule are adhered to.

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

Transit Operations Analyst I

Knowledge of:

Principles and practices of urban transportation planning.

Research methods and procedures including statistical analysis and report writing.

Methods of data collection and research.

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

Principles and practices of customer service.

Ability to:

Perform professional work in the development, administration and implementation of transit operations.

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.

Collect and analyze a variety of technical data; 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. A degree in urban planning, transportation planning, environmental studies, public or business administration, or a related field is preferred.

License or Certificate

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

Transit Operations Analyst II

In addition to the qualifications for the Transit Operations Analyst I:

Knowledge of:

Pertinent local, State and Federal laws, ordinances and rules related to transit operations.

Principles and practices of advanced program and project management.

Practices of budget preparation and administration.

Ability to:

Independently perform professional work related to the implementation and monitoring of transit operations.

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

Develop recommendations in response to issues and complaints and monitor implementation of program/service changes.

Ensure compliance with laws, regulations and policies as they relate to transit operations.

Experience and Training

Experience:

Two years of professional experience performing duties similar to that of a Transit Operations Analyst I with the City of Roseville.

Training:

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

License or Certificate

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

11-07-20	Transit Operation Analyst I/II
12-05-16	
11-15-16	
05-12-07	Alternative Transportation Analyst I-II