

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Transportation Analyst

Class Code: 11462

Pay Grade: GI

A. Purpose:

The Transportation Analyst manages a statewide database for collecting, evaluating, and storing statistical data to provide accurate information for planning, developing, implementing, and prioritizing transportation projects.

B. Distinguishing Feature:

Transportation Analysts manage an assigned automated system by maintaining currency and validity of data; and prepare reports on that data for use in the planning process.

Transportation Specialists I provide direction to applicants for federal program services by implementing and interpreting policies and procedures governing the program.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Manages a database by collecting, updating, and monitoring data using a variety of methods to provide a base for management decisions.
 - a. Decides appropriate methods, timeframes, manpower needs, and amount of data to collect.
 - i. Sets work schedules and trains employees.
 - ii. Determines geographical locations for data collection.
 - iii. Selects times of year for data collection.
 - b. Prepares specialized equipment for data collection.
 - i. Calibrates equipment.
 - ii. Prepares bid specifications.
 - iii. Coordinates installation of devices.
 - iv. Evaluates new equipment.
 - c. Develops and maintains policy and procedure manuals.
 - d. Authorizes expenditures for materials and supplies.
 - e. Merges data from other systems.
 - f. Selects data from construction plans, reports, invoices and vouchers, and other related sources.
2. Evaluates and verifies data by performing analyses and comparisons to historical data and updates existing systems to ensure that the information collected is valid and current.
 - a. Explains erratic data.
 - b. Compares data to past data to show trends.
 - c. Identifies factors that may have influenced or skewed data.
 - i. Eliminates data elements.
 - ii. Calls for further data collection.
3. Compiles data into usable format by merging with other databases and updating the overall data system to make data available to other users and create management reports.
 - a. Generates regular and ad hoc reports.

- b. Makes recommendations for alternative procedures to increase efficiency.
- 4. Performs field inspections to verify data elements are an accurate reflection of field sites.
- 5. Performs other work as assigned.

D. Reporting Relationships:

Reports to a supervisory engineer or a program manager. Does not supervise.

E. Challenges and Problems:

Challenged to determine whether data accurately reflects fact. This is challenging because of the large amount of data that must be collected and evaluated and the amount of outside influences that may have an effect. Further challenged to minimize data collection without jeopardizing quality of results.

Problems include involving other agencies in sampling and data collection, keeping reporting equipment operational in changing weather conditions, training field staff on data use, and keeping data current and available to field staff and managers.

F. Decision-making Authority:

Decisions include data-collection methodologies, work procedures and priorities, data elements to select from plans and reports, locations and timeframes to collect data, whether sufficient data has been collected, whether data is valid, recommendations for equipment purchases, and recommendations for changes in policies.

Decisions referred include approval of final reports, resolution of scheduling conflicts, decisions on outside requests for studies, policy changes, and approval of purchases.

G. Contact with Others:

Daily contact with field staff to coordinate collection procedures and provide direction on data use, with the general public to provide traffic information, with central design staff to provide design and traffic information; and weekly contact with other government agencies to coordinate efforts in data collection and implementation.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- research design methods and procedures;
- standard statistical methods and their applications to analyzing and evaluating data;
- data collection processes;
- database management.

Ability to:

- organize, analyze and interpret statistical data;
- use statistical and database software to analyze data and prepare reports;
- communicate information and instructions clearly and concisely;
- identify problems or potential problems and develop resolutions.