

JUNIOR TRANSPORTATION ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Department of Planning, and is entry-level professional work of a moderately complex nature, involving responsibility for the collection, tabulation and analysis of data in support of transportation planning. A Junior Transportation Analyst assists Transportation Analysts in reviewing, evaluating and analyzing the operations and procedures of the County transit program, with the intent of effecting a more efficient and economical operation. The incumbent is also responsible for providing technical assistance in the preparation of applications for State and Federal aid grants for all transit operations in the County. The work is performed under direction of the Transportation Program Manager and/or Senior Transportation Analyst, with limited leeway allowed for the exercise of independent judgement in carrying out the details of the work. Supervision may be exercised over subordinate clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in the collection, tabulation, and analysis of data used in the development and implementation of special transportation studies;
Participates in the development, research, analysis and implementation of programs for transit planning;
Provides technical assistance in the preparation of applications for State and Federal aid grants;
Assists in the performance of technical analysis and feasibility studies;
Conducts field studies on corridor and site locations;
Prepares reports and provides data for capital assistance grants;
Aids in the implementation of project planning;
Participates in technical seminars;
Performs miscellaneous office work, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the principles, practices and techniques of county and regional transportation planning; working knowledge of the current methods for collecting, analyzing and interpreting statistical data; some knowledge of Federal and State grant programs, and their relation to transit planning; ability to understand oral and written directions; ability to keep accurate records and to prepare analytical reports; ability to express oneself clearly and concisely, both orally and in writing; resourcefulness; initiative.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree in planning, architecture, landscape architecture, engineering, environmental science, geography, natural resources, sociology, statistics or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree **AND** one (1) year of experience in the field of regional, county or municipal planning; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.