

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV97394
Job Class Code:	820	Salary Schedule:	ANONREG
EEO Category:	02	Grade:	S7
Workers Comp Code:	5506		

Job Code Established:	01/01/00	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Transportation Series

JOB CODE TITLE: TRANSPORTATION TRAFFIC STUDIES ANALYST

HRIS TITLE: TR TRAF STUDIES ANALYST

CHARACTERISTICS OF THE CLASS: Under the direction of a first-line supervisor and exercises some independent judgment within established program parameters. Has the authority to make decision affecting scheduling for travel in the field; checking the work of subordinate staff member(s). Conducts various traffic operation studies; compiles field data through the use of variety of traffic survey techniques; analyzes and evaluates data to determine the most appropriate remedial action; writes reports, including final recommendation. Work product consists of completed traffic operation studies that includes findings and recommendations for remedial traffic safety systems. Responsible for gathering accurate field data; analyzing the data and writing a technical report to include findings, conclusions and recommendations; timely and accurate completion of all assigned work projects.

EXAMPLES OF DUTIES: Devises a schedule of work or itinerary, agenda or timetable, or establishes priorities for self and subordinate level workers on a daily or weekly basis. Instructs, guides, and counsels subordinate level workers for quality control. Resolves technical or work procedure problems and questions presented by subordinate level workers. Reviews and examines roadway designs and construction plans and evaluates for adherence to safe and effective traffic operation standards; makes recommendation. Inspects roadways under construction or in operation in the field to determine problems, changes, solutions or improvement to be made. Analyzes effects of operating highway safety measures or devices soon after their establishment in order to make evaluations of their effectiveness. Gives information to public in field regarding services of the work system.

Confers with superior presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact. Writes detailed reports based on research, analysis and evaluation of data pertaining to specific projects, condition or proposals under study, involving application of expert or highly specialized knowledge and recommendations for action to be taken or resolution of problems. Gathers and compiles data into statistical information to meet requirements of periodic or other reports according to established procedures. Gathers information from files and records and from other sources to be used in preparation of a report. Prepares tables, charts, graphs and other data summaries; performs calculations, draws graphic representations, roughs out tables, charts or graphs for typing or finishing. Performs related work as required.

WORK CONDITIONS: Requires spending approximately 25% of the time gathering field data; may require occasional overnight stays away from home.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: principles and practices of traffic engineering, as relates to conducting traffic operation studies; methods, procedures and equipment commonly used in the collection of traffic data; Federal and

State statutes and agency rules, regulations and standards applicable to the area of assignment; current engineering drafting methods, procedures and techniques.

Skill/Ability to: work management and work leadership; analyzing traffic engineering data gathered for traffic operation studies; oral communication and technical report writing; use and operation of a variety of field data collection equipment.

Experience and Education: Typical ways to obtain the KSAs would be:

- Two years of college or technical school with an emphasis on pre-engineering course work and four years of experience in traffic safety studies; OR
- two years of experience equivalent to the Engineering Plans Technician II, one year of which must have been in traffic design or analysis; OR
- a Bachelor of Science degree in civil engineering or a closely related field.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.