

## Transit Analyst II

Bargaining Unit: Professional Employees' Group  
FLSA Status: Non-Exempt

### **DEFINITION**

Under the direction of the Transit Manager, the Transit Analyst II is responsible for carrying out a variety of analytical and technical assignments; and working on administrative and operational activities, analysis and special projects in support of Union City's transit programs and services.

### **CLASS CHARACTERISTICS**

This is the experienced-level class in the Transit Division. Work given to an incumbent in this class involves various tasks including, but not limited to, scenario planning, performance-based planning, financial forecasting, regional policy research and analysis, transportation demand management, general analysis and development of transit programs and services, research of new trends in public transit and comparing how Union City provides service delivery, and participation in coordination events or meetings on behalf of Union City. Incumbents in this class perform advanced analytical work while following City and departmental policies while exercising the performance of more complex duties. The Transit Analyst II has general knowledge of the operating procedures and policies of transit and/or transportation planning. The Transit Analyst II is distinguished from the Transit Analyst I in that it is the full journey-level, professional class in the division and works more independently.

### **EXAMPLES OF DUTIES (illustrative only)**

Duties may include, but are not limited to:

- Evaluates general planning, operations, and activities of the City's public transit programs (fixed route, paratransit, and micro transit).
- Prepare and present comprehensive and, at times confidential, technical, administrative, statistical and financial analytical reports that present and interpret data, identify alternatives, present and justify conclusions, make forecasts, and offer recommendations based on data summaries and other findings.
- Provides recommendation to division leadership based on data and information from various sources in order to effectuate program and service delivery improvements and services for analysis and decision-making purposes.
- Coordinates a variety of studies for the preparation, analysis, or evaluation of reports and grant requests.
- Prepares the development of regularly occurring required plans or programs, such as the Short-Range Transit Plan (SRTP), Title VI and Language Assistance

Plan (LAP), Transit Asset Management (TAM) Plan, and Public Transportation Agency Safety Plan (PTASP).

- Lead budget development and administration, and grant reporting for complex projects; analyzing proposed capital, operating, and maintenance of expenditures based on services to be rendered.
- Coordinates the preparation of the scope of work (RFP's, IFB's, etc.) and other contract management related tasks such as monitoring and closeout of service and maintenance contracts, professional services, vehicle procurements, etc.
- Work with other City departments, other transit agencies and other public agencies to provide adequate transit amenities, service levels, service coordination and transit or transportation mitigation measures.
- Use, review, and recommend web-based programs designed to provide information to the Computer Assisted Dispatch and Automatic Vehicle Location (CAD/AVL) systems used to track vehicles and provide information to the region's 511 system, provide service planning, and can generate the required versions of the general transit feed services by the region and state.
- Researching and responding to public complaints and inquiries; participating in the design and implementation of administrative procedures.
- Provide general assistance with the Public Works Department.
- Perform related duties, responsibilities and assist in special projects as needed.

## **MINIMUM QUALIFICATIONS**

Any combination of education, experience and training that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Education and Experience:**

Equivalent to a Bachelor's degree from an accredited college or university, with major coursework in Transit and/or Transportation Planning, Urban and Regional Planning, Public Administration or a related field.

AND

Two (2) years of direct transit planning and/or transportation planning experience which includes, but not limited to: transportation planning, field checks, transit operations schedule analysis, review transit data, marketing materials, and regional coordination -OR- Three (3) years of indirect transit and/or transportation planning experience which may include, but not limited to, transit administrative, Federal Civil Rights compliance, capital procurement, and human services transportation management may be considered in lieu of the two (2) years as a planner.

A master's degree in Transportation/Transit Planning or Transportation/Transit Management is preferred and can be substituted for one (1) year of direct professional experience.

Public Agency experience is desired.

Licenses and Certificates:

Possession of a valid Class C California Driver's License with a satisfactory driving record.

A certificate in Transit & Paratransit Management is desired.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Principles, practices and techniques of transit and/or transportation planning; data sources for transit and/or transportation research.
- Basic Paratransit requirements.
- Basic Americans with Disabilities Act (ADA) regulations.
- General Civil Rights regulations.
- Funding sources for transit industry.
- Industry trends and legislation pertaining to transit industry.
- Building and Maintaining a General Transit Feed Service (GTFS) along with its variations.

Ability to:

- Coordinate the administration of contractual agreements related to public transit systems.
- Coordinate the development and analysis of comprehensive transit programs.
- Evaluate joint procurements for use including regulations and limitations.
- Represent the department/division at other agency meetings, citizen groups and/or with private individuals.
- Evaluate new types of service or programs offered by other agencies for consideration and implementation.
- Gather, organize and analyze statistical data and organize into a presentable format.
- Produce and/or present reports and/or presentations for City Council and outside Agencies.
- Interpret, explain and apply public transit policies and procedures and regulatory requirements.
- Utilize Microsoft Office, and similar software, create visual graphics and perform office work.
- Participate in program administration activities.
- Plan a trip using an internet based program.
- Express ideas clearly and concisely, orally and in writing to groups and individuals.

- Establish and maintain effective working relationships with other employees and the public.
- Create and maintain collateral for publication (e.g., in Adobe Creative Suite, Canva, etc.).
- Learn to administer ongoing departmental/divisional programs/contracts.
- Work under general supervision.

#### **WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:**

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Sedentary Work:** Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to fumes, noxious odors, dust, mist, gases, poor ventilation, underground/confined/restricted working environment and exposure to loud noise. This position is based out of the City's Corporation Yard which is an active operational facility with uneven surfaces and vertical hazards that require appropriate footwear and clothing.

*Travel: Positions in this class may require local and statewide travel as necessary.*