

City of San José
CLASS SPECIFICATION

TITLE: TRANSPORTATION SPECIALIST (3876)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Department of Transportation	Varies	Exempt

CLASS SUMMARY

Under general supervision, performs entry level transportation planning, development, and operations projects and programming work of routine difficulty. May perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level of a three-level specialized transportation class series. Incumbents in the this class are typically supervised or provided lead direction and training by an Associate Transportation Specialist, Associate Engineer, Senior Transportation Specialist or Senior Engineer. This class differs from the next higher class of Associate Transportation Specialist in that the incumbents of the latter class are responsible for more sensitive issues and may supervise professional, technical, or support staff. This class differs from the Engineer I/II class which performs professional engineering work in technical computation and design of routine municipal public works construction or maintenance projects. This class differs from the Analyst I/II class which performs general administrative functions such as personnel, budget, fiscal, and organizational analysis. This class differs from the Geographic Systems Specialist I/II class which operates and maintains GIS software applications.

QUALIFICATIONS

Minimum Qualifications

_(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Education

Bachelor's Degree in transportation planning, city and regional planning, urban studies, civil engineering, environmental studies or related field.

Required Licensing: Possession of a valid driver's license authorizing operation of a vehicle in the State of California is required.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

- Knowledge of basic analytical and research techniques and methodology.
- Knowledge of general transportation planning and operations principles and techniques.
- Ability to use computer tools such as work processing, spreadsheet, GIS, and database management programs, and other comparable programs.
- Ability to collect, analyze and interpret data pertaining to transportation, planning and zoning projects.
- Ability to carry out complex oral and written instructions and prepare comprehensive and precise oral and written reports.

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- Ability to establish and maintain effective working relationships with others.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Knowledge of statistics and statistical analysis as applied to land use.
- Knowledge of program evaluation processes.
- Ability to read, interpret and analyze architectural and transportation plans, maps and legal descriptions.
- Ability to analyze and interpret statistical, economic, and technical data pertaining to City planning and transportation.
- Ability to communicate effectively orally and in writing.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Apply conventional methods to evaluate transportation demands, capacities and levels of service; develop and analyze transportation alternatives; prepare comparative cost estimates; review technical literature regarding transportation systems and policies.	Continuous
2.	Obtain data and prepare statistical summaries on various transportation topics as assigned.	Continuous
3.	Prepare written reports concerning the data or information, discussing their applicability to projects and programs.	Continuous
4.	Provide assistance to senior staff members on specific aspects of projects relating to a specialization such as transportation planning or analysis, environmental analysis, financial analysis, transportation programming or program evaluation.	Continuous
5.	Attend meetings relating to assignments, participate on review committees to gather information for recommendations.	Frequent
6.	Provide liaison with transportation agencies, schools, private and public agencies, businesses, community and advocacy groups.	Occasional
7.	Make presentations to interested parties and stakeholders, including the public.	Occasional
8.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY <i>Created 1/13</i>
