

# PIONEER VALLEY PLANNING COMMISSION (PVPC)

## TRANSIT DATA ANALYST

### TRANSPORTATION DEPARTMENT

**DEFINITION:** Under general supervision, provides extensive technical support services to the Pioneer Valley Transit Authority (PVTA), the region's transit authority.

The salary range is \$43,927 to \$57,105.

#### **Management and Supervision**

This position reports to a Department Director or designee. Entry level incumbents provide professional and technical support to lead staff and acquire more independence with experience.

#### **Essential Duties and Responsibilities**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

**EXAMPLES OF DUTIES:** The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Works with Pioneer Valley Transit Authority (PVTA) staff to review PVTA ridership data;
2. Produces bi-weekly PVTA ridership reports;
3. Produces other specialized reports based on the performance of a single PVTA route or subset of routes;
4. Presents recent transit trends to PVTA boards and committees as well as outside groups;
5. Attends in-person meetings at PVTA; and
6. Additional job duties as assigned.

#### **Knowledge and Ability**

##### *Knowledge of*

- computer applications related to the work such as SQL, R programming and Excel;
- presentation tools available in Excel;
- GIS and transit software programs such as Avail and Remix.

##### *Ability to*

- convert Excel data to presentation formats including line graphs, pie charts, etc.;
- analyze administrative, operational, and organizational problems; evaluate alternatives, project consequences of actions and decisions, and recommend appropriate solutions;
- practice proficient computer skills;
- analyze various data regarding ridership and other transit information to assist in policy development;
- present findings and recommendations to individuals and groups in an understandable and persuasive manner;

- communicate clearly and concisely with a variety of audiences;
- handle multiple projects simultaneously and use good judgment in prioritizing work assignments;
- exercise independent judgment and decision making and exercise tact, sensitivity, discretion, and sound judgment within established guidelines;
- show accountability: recognize and accept personal responsibility for actions and develop creative solutions for complex issues;
- present written and verbal information on complex concepts, issues and policies in a manner which can be understood by a variety of audiences including boards, commissions and the general public;
- establish and maintain effective working relationships with agency directors, staff, other governmental agencies, non-governmental agencies, committee members, consultants, vendors, members of the general public and others encountered in the course of work;
- work productively on multiple projects in a team environment under the pressure of deadlines, conflicting demands and frequent interruptions.

### **QUALIFICATIONS FOR EMPLOYMENT**

**Experience and Training:** Any combination of experience and training that would provide the required knowledge, skills, and abilities may be used to qualify for employment. A typical way to obtain the knowledge, skills, and abilities is described below.

Graduation from an accredited college or university with a bachelor's degree.

Any equivalent combination of education and progressively responsible experience.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license or access to alternative means of transportation. Demonstrated competency in the use of office computers and business software.

Must be willing to spend two to three days per week working in the PVPC office.

This position will require occasional use of PVRTA buses to conduct rider surveys and other outreach activities.

**PHYSICAL REQUIREMENTS:** The physical requirements described here are representative of those that an employee typically must meet to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper. Strength, dexterity, and coordination to lift files, stacks of paper or reports, references, audio/visual equipment, and other materials weighing up to 25 pounds; to reach for items above and below desk level; and to bend, reach, squat, and stoop to access files and records. Manual dexterity and cognitive ability to operate a personal computer. Ability to communicate via telephone.

In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.

Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:** Work is typically performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Working environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur. Position requires regular attendance at offsite meetings and evening meetings and requires travel to deliver and pick up materials. Travel duties may result in some exposure to outdoor weather conditions.

**FLSA Status:** Non-exempt