

## Assistant Transit Analyst

**Purpose of the role:**

Under general supervision, performs a variety of general professional, routine analytical, technical, programmatic, and administrative duties in support of various administrative and programmatic operations and activities and in providing responsible staff support to the City's transit program; coordinates assigned activities with other divisions, outside agencies, and the general public; and performs related duties as assigned.

**Distinguishing Characteristics:**

This is the entry-level class in the professional Transit Analyst series. Initially under closer supervision, incumbents at this level perform the more routine administrative and programmatic support and analysis duties while learning City policies, procedures, and specific techniques related to area of assignment and management analysis. As experience is gained, assignments gradually become more diversified and incumbents work with greater independence. Incumbents are expected to assist the department head, senior management staff, and/or higher-level analysts with program, operational, and administrative functions.

**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.***

- Conducts research, studies and surveys related to area of assignment; compiles, analyzes and interprets data to define transit specific needs as they relate to route planning, stop locations, and community needs; assists in the preparation of reports and findings as they relate to operational efficiency of bus routes and services; and conducts field surveys and investigations.
- Assists in ensuring compliance with applicable federal, state and city laws, regulations, and codes.
- Provides staff assistance to management staff; participates on and provides staff support to a variety of committees and boards; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Participates in planning, coordinating, implementing, promoting, and overseeing assigned programs, projects, and initiatives; participates in the development and implementation of program goals, objectives, policies, procedures, and priorities; participates in the development and implementation of strategies for the achievement of these goals.
- Participates in the identification, planning, development, and implementation of new and/or modified programs that would promote and enhance the mission, goals, and objectives of the City; performs the necessary research and analysis to justify the appropriateness of

implementing the proposed program/project; prepares presentation materials and background documentation; participates in monitoring project success using appropriate tracking and feedback systems.

- Assists in researching, negotiating, and monitoring assigned contracts and agreements with outside suppliers, service providers, leasing agents, and others; ensures work is performed in compliance with contracts and agreements.
- Coordinates assigned services and program/project activities with those of other City programs, functions, departments and staff, boards, committees, and task forces as well as external agencies, groups, and the general public to ensure effective cooperation consistent with optimal efficiency, effectiveness, and economy; coordinates data, resources, and work products as necessary and upon request in support of a productive and positive working environment; participates in representing the assigned area to public and private groups, organizations, and other City groups; provides information and assistance as appropriate.
- Assist with the budget development process and budget monitoring activities; provides assistance in the development of assigned budget; collects and analyzes financial data; reviews and analyzes budget requests and budget changes; makes recommendations and obtains final approval for changes; creates data tracking and reporting systems; monitors monthly status.
- Participates in the design, production, and distribution of a variety of promotional, marketing, outreach, and informational materials, communications, and presentations for assigned programs, services, resources, events, and activities; as assigned, creates press releases and serves as press contact for assigned programs.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of business and public administration and issues related to field of expertise.
- Participates in the development of grant applications; researches, writes, and submits grant proposals; administers grants received.
- Assists in maintaining assigned web-site; reviews information for accuracy; posts and updates information.
- Participates in the development and monitoring of assigned contracts and agreements; coordinates and participates in the preparation of professional service agreements, contracts, sole source request, bid packages, and specifications; may participate in ensuring work is performed in compliance with contracts and agreements.
- Performs related duties as required.

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

***Desired  
Minimum  
Qualifications:***

Knowledge of:

- Organization and operation of municipal government.
- Municipal government functions specifically related to project assignments.
- Operational characteristics, services, and activities of assigned program.
- Basic principles and practices of program development and administration.
- Standard organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to area of assignment.
- Basic techniques and formulae for administrative, financial and comparative analyses.
- Methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.
- Recent developments, research methods, current literature, and sources of information related to assigned programs and service areas.
- Terminology used in area of assignment.
- Basic principles and practices of budget preparation and administration and grant application and administration principles and practices.
- Finance and accounting systems.
- Principles of business letter writing.
- Federal, state, and local government organizations.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of lead supervision and training, which may be applied to the supervision of volunteers.
- Modern office procedures, methods, and equipment including computers and various software packages, which may include desktop publishing applications in the preparation of printed and graphic materials.
- Methods and techniques used in customer service, public relations, and program promotion and public relations.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Participate in planning, organizing, directing, coordinating, and evaluating assigned programs, projects, events, or technical area.
- Perform professional analytical, programmatic and administrative duties involving the use of independent judgment and personal initiative.
- Participate in the development and administration of program goals, objectives and procedures.
- Collect, evaluate and interpret varied information and data.
- Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Learn to read and interpret plans and specifications.
- Prepare clear and concise technical, administrative and financial reports.
- Prepare clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form.

- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Understand the organization and operation of the City, assigned program, and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
- Properly interpret and make recommendations in accordance with laws, regulations and policies.
- Principles, practices, and trends used in public information and education programs.
- Identify and respond to community and organizational issues, concerns, and needs.
- Organize and prioritize timelines and project schedules in an effective and timely manner.
- Plan, schedule, and review the work and performance of volunteers and subordinates in a manner conducive to proficient performance and high morale may be required for some positions.
- Participate in the preparation and administration of budgets.
- Operate and use modern office equipment including a computer and various software packages.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

**Competencies:**

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Customer Focused
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

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

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a field related to area of assignment.

***Education and Experience Guidelines:***

**Experience:**

Two years of responsible administrative and/or programmatic support experience. One year of research, administrative support or analytical experience, preferably in public administration, is desirable.

**Licenses; Certificates; Special Requirements:**

A valid Class C California driver's license is required.

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

***Physical and  
Environmental  
Conditions:***

**Physical:** Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift, drag, and push/pull files, paper, and documents weighing up to 25 pounds; and operate office equipment.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

**Environment:** Standard office setting; interact with officials and the public.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.*

Date Adopted: 7/11/17

Date Revised: