

## Transportation Analyst Position Description

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|--------------------------------|---|------------------------------|---------------------------|
| <b>Job Title:</b>              | <b>Transportation Analyst - Analysis</b>            | <b>Revision Date:</b>        | 12/20/16                  |
| <b>Department:</b>             | Office of Transportation and Infrastructure Systems | <b>Hiring Manager:</b>       | Complete Streets Director |
| <b>Salary Range (optional)</b> | \$50,000 to \$55,000                                | <b>Application Deadline:</b> | Until Further Notice      |
| <b>Position Type</b>           | Full Time   Exempt (Non-Civil Service)              |                              |                           |

### Overview of City of Philadelphia

With a workforce of over 25,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

### Agency Description

The Office of Transportation and Infrastructure Systems (oTIS) is charged with driving change through our transportation and infrastructure systems. oTIS leads a portfolio of departments, including Streets Transportation, Streets Sanitation, and Philadelphia Water Department (PWD), to provide cost-effective quality services with a focus on the resident. oTIS is the lead agency for the planning, implementation and program management of the Indego Bike Share Program.

In addition, oTIS collaborates with organizations such as Amtrak, DVRPC, Philadelphia City Planning Commission, Commerce Department, Department of Public Property, PATCO, PennDOT, Philadelphia International Airport, Philadelphia Regional Port Authority, Philadelphia Parks and Recreation, Philadelphia Police Department, School District of Philadelphia, SEPTA. Find out more here at [www.phila.gov/otis](http://www.phila.gov/otis)

### Position Summary

This position is responsible for participating as a planner/engineer, researcher and analyst on a variety of projects focused on complete streets and vision zero implementation. This position focuses on statistical crash analysis, geographic information systems (GIS), bicycle, pedestrian and complete streets focused transportation planning and analysis. Work includes providing crash analysis, planning, development and administering transportation project initiatives, and serving as a liaison with other government agencies, transportation-related issues. Preparing studies for proposed transportation safety initiatives and gathering, compiling and analyzing data and research to evaluate the use and operation of transportation systems is a significant aspect of the work.

## Essential Functions

- Research transportation systems, policies and best practices in order to identify problems and potential solutions, and evaluate alternatives.
- Analyze information related to transportation planning and impact of federal and state legislative and regulatory proposals.
- Analyze and interprets data from traffic modeling software, geographic information systems, databases and other information systems and general research sources.
- Analyze crash data and prepare statistical reports
- Develop geographic information systems databases, models and applications
- Develop graphics, maps and charts that clearly communicate analytical findings and results to a lay audience.
- Prepare reports about transportation planning and makes recommendations on transportation system improvements or projects, based on traffic projections, population, land use, crash statistics, and other relevant data.
- May review development plans for transportation system impacts, infrastructure requirements, or compliance with applicable transportation regulations.
- Assist in the preparation of grant proposals and gathers information related to possible funding sources.
- Use various reports and benchmarking data to recommend, develop and assist with the implementation of specific initiatives and policy.
- Assist in developing conceptual ideas for new or improved transportation infrastructure, including multimodal improvements.
- Participate in meetings with inter-governmental partners, stakeholders and community groups related to transportation concerns
- Independently manage projects and programs as assigned
- Assist in and learn to independently develop transportation planning and construction budget estimates
- Manage interdepartmental crash data working group meeting. This group is tasked with publishing crash data to the City's internal GIS databases and to the public, as well as authoring an annual report about crash statistics
- Serve as resource of safety performance metrics, safety data and traffic safety countermeasures.

## Competencies, Knowledge, Skills and Abilities

### REQUIRED

- Understanding of policies and practices of complete streets and vision zero in Philadelphia
- Excellent research capabilities.
- Strong Geographic Information Systems (GIS) skills
- Strong working knowledge of AutoCAD, Adobe Creative Suite, and Microsoft Office
- Strong ability to critically analyze information, metrics and statistical data.
- Knowledge of salient federal and state transportation laws and regulations.
- Working knowledge of NACTO Urban Street/Bikeway/Transit Design Guides, Manual of Uniform Traffic Control Devices, other relevant design guidelines.
- Strong organizational skills and the ability to handle multiple high-priority projects.
- Strong verbal and written communication skills, including presentation abilities
- Proven ability to write reports and present research findings.

- Ability to effectively collaborate with others in achieving tasks and to establish and maintain on-going productive working relationships.

**Qualifications (Education and Experience)**

- Completion of a bachelor's degree program at an accredited college or university with major course work in Urban Planning, Civil Engineering, Transportation Systems, Mathematics, Statistics, GIS, or other appropriate field. Master's degree desirable.
- One or more years of experience in transportation systems research, equivalent planning or appropriate internship as defined by the department.

**Additional Information**

Successful candidate must be a City resident within six months of hire

Please submit a resume and cover letter with your application.

Click [here](#) to apply.

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to [pchr@phila.gov](mailto:pchr@phila.gov). For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>