

City of San José
CLASS SPECIFICATION

Title: Associate Transportation Specialist (3882)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Transportation	Varies	Exempt

CLASS SUMMARY

Under direction, performs professional duties in support of the City's transportation planning, development, and operations projects and programs. Manages contracts and programs that seek to enhance the potential for use of transportation services. Prepares grant applications and coordinates among various departments to obtain funding for transportation and infrastructure related projects. Leads and supervises engineering and/or technical staff. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced level class responsible for performing transportation planning and development tasks in support of a diverse range of projects and programs. Incumbents regularly work on tasks that are varied requiring considerable discretion and independent judgment. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class differs from the lower level Transportation Specialist in that the latter performs entry level transportation planning, development, and operations projects and programming work. This class is distinguished from the Senior Transportation Specialist in that the latter class is responsible for program policy and for management of a section comprising professional and technical staff.

QUALIFICATIONS

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

Minimum Qualifications

Education and Experience

A Bachelor's degree in transportation planning, city and regional planning, urban studies, civil engineering, or closely related field AND three (3) years of increasingly responsible experience in transportation policy development, analyses, or implementation programs.

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 Competencies

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

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

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- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Analytical Thinking - Approaching a problem or situation by using a logical, systematic, sequential approach.
- Continuous Improvement - Actively identifies new areas for learning and regularly creates and takes advantage of learning opportunities.
- Creativity - Addresses objectives and problems while questioning traditional assumptions/solutions in order to generate creative ideas and new ways of doing business; exhibits creativity and innovation when contributing to organizational and individual objectives; seeks out opportunities to improve, streamline, reinvent work processes.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Project Management - Ensures support for projects and implements agency goals and strategic objectives.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (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:	FREQUENCY*
1.	Manages contracts and programs that seek to enhance the potential for use of transportation services.	Daily/Several Times
2.	Prepares grant applications and coordinates among various departments to submit to proposals to outside agencies in order to obtain funding for complete street improvements and safety projects.	Daily
3.	Leads and supervises engineering and/or technical staff by establishing goals, tracking performance, creating a positive work environment, maximizing staff development opportunities, and providing appropriate recognition.	Daily
4.	Provides customer-focused response to annual service requests relating to traffic signal operations within established response target timeline.	Daily
5.	Influences local and regional transportation funding criteria to ensure programming of City sponsored projects, the effective implementation of commute assistance program and timely review of development plans for appropriate placement of traffic control devices.	Daily

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6.	Represents City on technical committees and task forces, which develop site design guidelines or specifications for programs, intended to reduce traffic congestion and/or minimize traffic impacts of new development.	Weekly
7.	Prepares memoranda and reports to Council concerning local and regional planning studies, emerging transportation policy or legislation, programming or implementation changes.	Weekly
8.	Recommends use and placement of traffic control devices and traffic calming devices to enhance overall safety and improve overall accessibility for motorists, bicyclists, and pedestrians.	Weekly
9.	Analyzes existing transportation programs and services and suggests changes as necessary; recommends design and development of programs/policies that could enhance City's ability to achieve its transportation related goals.	Weekly
10.	Supervises the review of plans and specifications of proposed traffic signal facility projects, and the development of signal operations program for all traffic signal facilities.	Weekly
11.	Performs and supervises traffic impact analysis and engineering studies to determine or improve safety and effectiveness of traffic signal operation; oversees management of signal retiming contracts; provides oversight to real time remote event and incident traffic management services; serves as custodian of records and expert witness for traffic signal operations.	Weekly
12.	Coordinates with representatives of engineering, police, public and other jurisdictions on local and regional traffic management activities.	Intermittent
13.	Coordinates planning for bicycle and pedestrian facilities in cooperation with other City departments, regional agencies, and community organizations.	Intermittent
14.	Manages transportation forecast model and transportation data systems.	Intermittent
15.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;

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- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY *Created 9/90, Rev. 2/98, Rev. 6/01, Rev. 09/17; s004*