

CHIEF TRANSPORTATION ANALYST - OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class plans, supervises and participates in a program designed to promote efficiency among County public transportation carriers. Responsibilities include the evaluation of equipment utilization, public carrier services operations within Westchester County and the distribution of service in accordance with public needs. Work is performed with considerable independence, and involves frequent contact with public transportation corporations within Westchester County, communities within Westchester County, the Metropolitan Transportation Authority and other regulatory agencies. Supervision is exercised over technical and clerical personnel. Does related work as required:

EXAMPLES OF WORK: (Illustrative Only)

Directs the operations services of the department to ensure consistent and effective management;

Ensures compliance with the contract for services between the County and the carriers, in conjunction with other professional transportation personnel;

Coordinates services of public transportation carriers to ensure the provision of efficient services to the public;

Reviews all proposed schedule changes to assess impact on community needs;

Develops and/or reviews safety plans for all contract carriers;

Investigates accidents and maintains files of all accident related material;

Reviews "not in service" mileage estimates obtained from carriers;

Recommends cost effective ways of implementing needed changes to carriers;

Provides technical assistance to carriers regarding equipment utilization, personnel staffing, etc.;

Investigates, or directs the investigation of, all complaints regarding bus transportation services;

Maintains liaison with developers and construction project engineers, and develops and coordinates necessary bus detours or re-routings;

Responds to inquiries and/or complaints regarding transit operations as they relate to area of assignment;

Contacts regulatory agencies as required.

EXAMPLES OF WORK: (Cont'd)

Prepares required submissions and reports to funding and regulatory agencies;

Establishes bus stop locations with local municipalities for the New York State Department of Transportation and the Westchester County Department of Public Works.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the procedures and techniques of complaint investigation; good knowledge of the Federal and State laws and regulatory codes affecting public transportation carriers within Westchester County; knowledge of transportation economics or engineering; ability to plan, supervise and carry out complaint investigations; ability to supervise and coordinate the work of others; ability to organize, analyze and interpret the quality of public transportation service or services within Westchester County; ability to present effective recommendations through both oral and written presentations; tact; good judgment; integrity; creativeness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) Bachelor's Degree* in Transportation Economics, Transportation Engineering, Labor Relations, Public or Business Administration and four years experience with a public transportation carrier, regulatory agency governing public transportation carriers, or a large private company providing transportation services (excluding limousine/taxi services); or (b) Master's Degree* in one of the fields listed in (a) and two years of the specialized experience; or (c) eight years experience, four years of which must have been in the management or consultative capacity with a public transportation carrier, regulative agency governing the operations of a public transportation carrier or a large private company providing transportation services (excluding limousine/taxi services); or (d) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.