

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Transportation Data Analyst, <u>Transportation</u>
CONTRACT YEAR:	Twelve Months
PAY GRADE:	25
BARGAINING UNIT:	BTU-TSP

MINIMUM PREFERRED QUALIFICATIONS

EDUCATION: An earned bachelor’s degree from an accredited institution in economics, information systems, finance, statistics, mathematics, computer science, or related field.

EXPERIENCE: Minimum of five (5) years within the last ~~twelve (12)~~ ten (10) years of experience in detailed data analysis and logical processing of information.

MINIMUM QUALIFICATIONS

EDUCATION: An earned associates degree from an accredited institution in economics, information systems, finance, statistics, mathematics, computer science, or related field.

EXPERIENCE: Minimum of seven (7) years within the last twelve (12) years of experience in detailed data analysis and logical processing of information.

ADDITIONAL QUALIFICATIONS

Minimum and Preferred Qualifications:

REQUIRED: Require progressively more responsible work experience in data analytics for a large educational system, or in a comparably complex business system requiring strong attention to detail. Must possess previous work experience that required a high degree of logic and analytical abilities.

PREFERRED: Bilingual skills preferred.

REPORTS TO: Operations Manager, Student Transportation and Fleet Services

SUPERVISES: Staff as assigned

POSITION GOAL: Establish, maintain and operate a system of data analytics that aims to turn departmental data into reliable information to allow the Student Transportation and Fleet Services Department to make better business decisions, enhance financial reporting and regulatory compliance.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The ~~Transportation~~-Data Analyst, Transportation shall:

1. manipulate large data files and transform data into business information that assists fulfilling department and District strategic objectives.
2. search for meaningful patterns, trends, and relationships by reviewing large amounts of operational data and discuss the findings with various stakeholders.
3. document and analyze department operations, which include data mapping between information systems and platforms, to solve existing business issues and identify process enhancements that will result in the improved delivery of services and financial outcomes.
4. create work products (using logical data modeling) to document the types and structure of department operational data.
5. develop performance management dashboard of key operational metrics and compare benchmark information to other industry performance leaders.
6. develop solutions and recommendations for improving data integrity issues.
7. develop, maintain, and amend, as needed, standard operating procedures for the identification, capture, and maintenance of critical data elements necessary to enhance strategic decision making.
8. prepare and deliver executive level presentations to facilitate discussion of analysis.
9. assist with the completion of annual state report on transportation costs and statistical information.
10. ensure all division/department priorities and projects align to the District's Strategic Plan.
11. perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, Florida.
12. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
13. review current developments, literature and technical sources of information related to job responsibility.
14. ensure adherence to good safety procedures.
15. follow Federal and State laws, as well as School Board policies.
16. perform other duties as assigned by Operations Manager, Student Transportation and Fleets Services or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works with transportation personnel and personnel from Demographics and Student Assignment, Portfolio Management and services, and ETS to coordinate required information.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 12/18/2012

Board Adopted: 1/15/2013

Position Factor Listing

Data Analyst, Transportation
Point Range: 845 - 894

Position Factors

1. Knowledge: Combined required **minimum education/experience for competent performance**

<u>Education</u>	<u>Experience Range - Years</u>		
	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

2. Human Relations Skills: All interpersonal skills required to produce the desired end result

<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

***Definitions**

1 - Immediate workgroup

2 - Outside of immediate workgroup

3 - Assistant/ Associate/Deputy Superintendents

4 - Superintendent, School Board; critical external parties

3. Problem Solving: Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

4. Decision Making Freedom: Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

Point Factor Listing (cont.)

Data Analyst, Transportation

Point Range: 845 - 894

5. Position Impact: Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
B/2	C/2	C	C	C