

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Transportation Systems Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Pupil Transportation	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	058 OTBS
REVISED:	October 28, 2002		

BASIC FUNCTION:

Develop or assist in the development and implementation of comprehensive automated systems for Pupil Transportation Department; conduct specialized studies and research and participate in the development of plans and objectives related to transportation services.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

Develop, maintain, and control standards for various automated transportation services systems including personnel, fiscal control, pupil information, fleet maintenance, vehicles, fueling, and trip assignment systems. **E**

Evaluate existing mainframe and microcomputer systems and modify or recommend installation of new systems, hardware, and software. **E**

Assist in the development of criteria for evaluating service operations, performance, communications, information flow, and productivity. **E**

Recommend policy and procedure revisions to improve performance. **E**

Assist in developing transportation department procedures for the accurate, complete, and timely update of various databases. **E**

Represent the department head, as assigned, in planning groups and advisory committees regarding Pupil Transportation Services Department policies and procedures as they relate to data systems, student information, and school registration activities. **E**

Coordinate communication and distribution of transportation information to/from school sites and central offices. **E**

Coordinate Information Technology Department software and hardware support to Pupil Transportation Department and, as assigned, lead or direct consultants and project teams in the modification and implementation of systems. **E**

Provide direction and technical training to Pupil Transportation Department staff in the use of systems, programs, and related equipment. **E**

Locate source of and solve a variety of system problems. **E**

Prepare written reports, operations manual, and other documentation, as required. **E**

Perform related duties as assigned. **E**

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a four-year college or university with a degree in information systems or related field supplemented by courses in systems analysis, programming, geographical information systems, and three years of recent, progressively responsible experience in systems analysis, development, and programming.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

LAN and WAN technology, communications protocols, and micro-mainframe links.

DOS, UNIX, and fourth generation database languages.

Various types of microcomputers.

Technical aspects of field of specialty.

Reading and writing English communications skills.

ABILITY TO:

Develop and analyze transportation operations data.

Design and develop automated systems.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Evaluate information requirements and determine appropriate system application.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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Job Code 6548

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