



Job Title: Transportation Operations Analyst

Exemption Status/Test: Exempt

Reports to: Assistant Director, Transportation

Date Revised: April 2021

Dept. /School: Transportation

Primary Purpose:

The Transportation Operations Analyst analyzes and evaluates business processes, identifies business process improvements, and develops strategies to maximize opportunities for operational improvement and cost reduction. The Operations Analyst will work closely with the transportation management team to identify opportunities to reduce operational costs improve efficiency and productivity, leverage new technologies, and improve customer service.

Qualifications:

Education/Certification:

Required:

Bachelor's degree in Business, Accounting, Finance, Industrial Engineering, Science, or Math

Preferred:

Professional certification in business or engineering

Experience:

Required:

Minimum three (3) years' experience in operations analytics
Transportation, logistics, operations, or supply chain experience

Preferred:

Experience with process mapping and flowchart software
Knowledgeable in public school bus operations
Familiar with school bus routing software, SEON Compass a plus
Experience with Oracle EBS especially General Ledger, Purchasing, Accounts Payable, and Payroll
Experience with fleet maintenance systems
Exposure to labor time keeping systems, Kronos a plus

Special Knowledge/Skills:

Excellent written and verbal communication skills
Proficient quantitative, analytical, critical thinking and problem-solving abilities
Knowledgeable of information technology capabilities, implementation, and business justification
Superior presentation and negotiation skills
Proficient in developing business case analyses for capital acquisition approval
Strong adaptability and capacity to work in fast-paced environments
In-depth understanding of organizational data flow and its use in management decision-making
Ability to plan and manage multiple projects concurrently
Capable of working with executive management to achieve outcomes based on department and district goals
Excellent process analysis and mapping skills
Ability to work with staff and teams effectively, providing process and analytical support
Detail oriented, analytical, and inquisitive

Ability to work independently and with others
Extremely organized with strong time-management skills
Proficient in Microsoft Excel, Project, Word and Power Point

Major Responsibilities and Duties

1. Determine operational objectives by studying business functions; gathering information; evaluating output requirements and formats.
2. Perform analyses to identify bus capacity utilization and efficiency.
3. Construct workflow charts and diagrams; studying system capabilities; write specifications.
4. Improve systems by studying current practices, designing modifications.
5. Recommend controls by identifying problems, writing improved procedures.
6. Define project requirements by identifying project milestones, phases, and elements; forming project team; establishing project budget.
7. Monitor project progress by tracking activity; resolving problems; publishing progress reports; recommending actions.
8. Prepare technical reports by collecting, analyzing, and summarizing information and trends.
9. Prepare TEA transportation funding reports per state mandated deadlines.
10. Validate resource requirements and develop cost estimate models.
11. Conduct and coordinate financial, operational, and related research to support strategic and district planning within the various departments and programs of the district.
12. Perform daily, weekly, and monthly reviews and analyses of current processes using operational metrics and reports.
13. Review a variety of areas including bus operations, purchasing, inventory, maintenance, and payroll.
14. Understand and communicate the financial and operational impact of any operational changes.
15. Suggest changes to senior management using analytics to support your recommendations. Actively participate in the implementation of approved changes.
16. Create informative, actionable, and repeatable reporting that highlights relevant operational trends and opportunities for improvement.
17. Conduct insightful, ad hoc analyses to investigate ongoing or one-time operational issues.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment such as personal computers and peripherals

Posture: Prolonged sitting, occasional bending/stooping, pushing, pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Working irregular hours; occasional prolonged hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; maintain confidentiality

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.