

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF TRANSPORTATION PLANNING
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Research Program Specialist I	OFFICE/BRANCH/SECTION Travel Forecasting and Analysis	
WORKING TITLE Travel Data Analyst	POSITION NUMBER	EFFECTIVE

As a valued member of the Caltrans team, you make it possible for the department to improve the mobility across California by being innovative and flexible, working cooperatively with team members and others, and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the Branch Chief of the Statewide Travel Analysis Branch, the incumbent is responsible for performing statistical analysis of multimodal travel data and providing technical support in the area of transportation information and travel data analysis. Examples of travel data are; California Household Travel Survey (CHTS), National Household Travel Survey (NHTS), Census Transportation Planning Product (CTPP) and other sources of transportation data. Work with modeling staff on data requirements and analysis to support travel forecasting. Other areas of responsibilities include assistance with design and development of new survey methods, distribution of survey data, support research activities, computer software, Geographic Information System (GIS), and program coding.

TYPICAL DUTIES:

Percentage Job Description

- 30%E Design, plan, and perform statistical analysis of travel survey data. Prepare reports on the results and findings of the data analysis.
- 30%E Conduct research on the travel behavior, multimodal transportation systems and data collection methods. Prepare white paper or issue pares and power point presentation on the subject.
- 30%E Develop database queries as required by using Access, SQL, GIS, and/or computer coding.

- 10% E Coordinate with modeling unit and other offices on travel data needs, prepare needs assessment and provide technical assistance on travel data and related subjects.

SUPERVISION EXERCISED OVER OTHERS

There is no supervision of permanent staff on an on-going basis. As required, may direct the work and training of entry level or journey level employees on a temporary basis.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Knowledge of research methods and techniques.
- Knowledge of advanced and applied statistical analysis methods related to travel surveys.
- Knowledge of state-of-the-art statistical analysis software and data tools for travel surveys.
- Ability to build database queries in Access and/or SQL or other similar software as appropriate.
- Knowledge of application of travel demand models to travel survey data.
- Knowledge of forecasting and statistical methodology used in projection of data.
- Knowledge of survey methods used in modeling and analytical techniques.
- Ability to effectively communicate to groups and individuals on the scope of research, findings and methodologies.
- Ability to plan, design, and implement research, analyze the results, and prepare/present technical results in oral or written format.
- Ability to work cooperatively with various research groups.
- A bachelor degree in Statistics or other science degrees with emphasis on statistics is highly preferred.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The Research Program Specialist I is responsible for complex professional level technical and analytical work for the Division of Transportation Planning. Incomplete staff work could result in the Division being unable to carry out some of its functional and management responsibilities and regional/district staff would be unable to assess their level of attainment for air quality, which could lead to inefficient use or loss of funding, delay of project delivery, and ineffective transportation planning.

PUBLIC AND INTERNAL CONTACTS

The incumbent makes and maintains professional contacts with other public agencies and private concerns, as well as with the various programs and district offices of the Department. Internal contacts include presentation of research results to the Department management, and consultative advice to the staff of other programs and district offices.

PHYSICAL REQUIREMENTS

Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Develops new insights into situations and applies innovative solutions to make organizational improvements.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

I certify that I can perform the duties listed above with/without reasonable accommodation. *

EMPLOYEE

DATE

**If you require reasonable accommodation, you must provide medical substantiation prior to your established employment start date.*

I have discussed and provided a copy of this duty statement to the employee named above.

SUPERVISOR

DATE

*Please indicate whether or not you require reasonable accommodation by circling either with or without, in the above sentence.