The Rhode Island Public Transit Authority (RIPTA) is recruiting *internally and externally* for the position of:

Position Title: **Data Analyst I**

Posting Period: **October 6, 2020 through October 23, 2020**

Salary Range: **$47,723.34 to $59,654.17 Annual**

Position Reports To: **Chief of Strategic Advancement**

Union Affiliation: **Laborer's International Union of North America, Local 808 (LIUNA 808)**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Description of Work:
Under general direction, this position is responsible for the integration and analysis of data from various sources, including, but not limited to Automatic Passenger Counters, fareboxes, real time route information and surveys. This position is particularly suited to a candidate comfortable with statistics and statistical analysis programs. GIS and SPSS experience strongly preferred.

Specific tasks will include maintenance and updating of datasets as well as ongoing analysis of system performance trends. The successful candidate will also have opportunities to assist colleagues on using RIPTA's data to inform related capital planning, service planning, long-range planning or any other projects aimed at improving RIPTA's ability to provide safe, reliable transit services.

Essential Duties and Responsibilities:
1. Responsible for the management of the Automatic Passenger Counter System. This includes:
   a. Tracking equipment performance and arranging for corrective maintenance.
   b. Creating and maintaining a spatial data file (utilizing GIS software) for RIPTA's bus routes and stops.
   c. Developing annual data sampling plans and preparing weekly vehicle assignments for Transportation.
   d. Data processing and cleaning.
   e. Ridership report design and generation.
2. Prepare and submit National Transit Database (NTD) ridership reports.
3. Develop dashboards, reports and presentations on system performance for both internal and external audiences.
4. Assist with service planning and other initiatives by helping analyze the impact of proposed changes to support ongoing service planning, long-term planning and support agency goals.
5. Ensure data integrity and research causes of inconsistencies and anomalies.
6. Provide assistance and backup to Senior Planner responsible for farebox data.
7. Any other duties as determined by the Chief of Strategic Advancement.

The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Basic Knowledge:

- Must possess excellent written and verbal communication skills;
- Must be proficient in Microsoft Word, Excel and PowerPoint;
- Candidates must demonstrate a high degree of comfort with numerical analysis and database management. This can take the form of familiarity with programs such as SQL or SPSS, or you might simply demonstrate a past history with basic programming or coding;
- GIS experience is strongly preferred;
- Spanish fluency a plus;
- Candidates must be able to self-direct on analysis projects and independently identify areas where more in-depth exploration is needed.

Education:

- Must possess an undergraduate degree in planning, transportation, geography, urban studies, mathematics or a related field, plus one year of relevant experience;
- A Master's degree in a relevant field may substitute for one year of experience. A strong interest in the field of public transportation is required.

Experience:

- Experience in a Transit Planning environment would be preferable but is not required.
- Candidates must demonstrate clear interest in public transportation and must have proven analytical aptitude.

OR: any combination of education and experience that shall be substantially equivalent to the above education and experience.

Independent Action:

Performs within prescribed guidelines in accordance with departmental policies/practices.
Refers more complex situations to other appropriate individuals.

Selection Process:

- Interested applicants should submit their resume and written request to the Human Resources Department by due date;
- May be required to pass an oral interview and/or written test;
- Applicants may be required to demonstrate the ability to create a Word document and use e-mail**;**
- Internal applicants will be subject to evaluation of personnel file to determine eligibility and suitability for the position; to include but not limited to review of attendance, training, education, job qualification skills, commendations and disciplinary history;
- Applicants claiming Military status; should submit a copy of the DD-214 form;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;
- This position is covered by the Laborer's Local 808 Labor Agreement. All current employees who apply will be considered before outside applicants. Final selection of equally qualified applicants will be subject to the terms and provisions of such Agreement.

Interested applicants should submit their cover letter, resume and RIPTA employment application to the Human Resources Department at 705 Elmwood Avenue, Providence, RI 02907 or via email to humanresources@ripta.com no later than *Friday, October 23, 2020*.

RIPTA is an Equal Opportunity Employer: It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.