

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES:

Transportation Systems Administrator

SERIES NO.:

8569

MAJOR AGENCIES:

Ohio Department of Transportation only

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the Transportation Systems Administrator occupation is to act as Administrator for Office of System Analysis & Planning or Office of Safety/Congestion to establish statewide office goals & analyze statewide transportation system & supervises assigned staff.

At the administrative level, incumbents act as Administrator for Office of System Analysis & Planning or Office of Safety/Congestion to establish statewide office goals & analyze statewide transportation system & supervises assigned staff.

CLASS TITLE:

Transportation Systems Administrator

CLASS NUMBER:

85695

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The administrative level class works under administrative direction & requires thorough knowledge of planning & engineering to act as Administrator for Office of System Analysis & Planning or Office of Safety/Congestion to establish statewide office goals & analyze statewide transportation system & supervises assigned staff.

CLASS TITLE: Transportation Systems Administrator	CLASS NUMBER: 85695	BARGAINING UNIT: EX
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Acts as Administrator for Office of System Analysis & Planning or Office of Safety/Congestion to establish statewide office goals & analyze statewide transportation system (e.g., oversees & manages district execution of multi-year work plans & statewide system condition performance of Ohio Department of Transportation organizational performance index or annual safety congestion work plan, forecasts performances & failures of pavement & bridges, develops &/or directs development of funding proposals for identified performances & failures, prepares complex quarterly Operational Performance Index (OPI) reports & position papers for executive leadership related to Department of Transportation assets & predicted performance, identifies transportation asset management data & performs complex statistical, quantitative & regression analyses to develop performance models & forecasts, monitors office budget activities, directs adjustments, reviews and reports balances, approves allocation of funds, manages staffing level including development Office of Human Resource plan, develops district specific conditions necessary to achieve system condition measurements from OPI reports; monitors highway safety congestion initiatives & "hot spots" as principles are applied to all projects statewide, directs central office staff as well as staff in district offices to establish district specific system condition measurements & to facilitate quarterly OPI reporting) & supervises assigned staff (e.g. supervises staff by providing developmental opportunities, providing feedback, reviews & approves goals & objectives proposed by staff, meets with staff to discuss/evaluate project priorities & progress towards short & long term goals, utilizes quality principles & initiatives as part of routine operations).

Manages confidential statewide crash data; oversees process to update, validates & distributes crash data to districts, central office, legal affairs, consultants & external customers; generates monthly & annual reports to communicate crash data; works with staff & researchers to analyze & evaluate crash trends, identifies crash reduction factors & identifies safety improvement opportunities; works on continuous improvement process with Department of Public Safety to improve crash reporting through use of Global Positioning System (GPS); in Office of Safety/Congestion, meets with Ohio Department of Public Safety officials & other law enforcement agencies to validate data collection techniques to provide consistent reliable data; works with local metropolitan planning organizations.

Responsible for research project measuring sufficiency index of current roadway infrastructure to population's transportation needs; integrates roadway safety concerns into sufficiency index to ensure roadways meet minimum standards for lane width; validates process development against information from other states; leads "super team" by analyzing & developing improvements at priority high crash & congested locations; partners with Department of Public Safety/Governors Highway Safety Office (GHSO) to link enforcement & education efforts with departments initiatives; identifies & proposes improvements to department databases & data analysis application, integrates asset information across multiple departments; reviews current asset management research & serves as an advisor to national asset management efforts; represents department at various national meetings & before local, state & federal legislative bodies concerning safety/congestion, asset management & transportation performance measurement efforts.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; accounting; management; workforce planning; employee training & development; supervisory principles & techniques; transportation safety practices; public relations; Ohio Department of Transportation policies & procedures related to Human Resources, DoIT, Work Plan guidelines & statewide transportation system measurements; Ohio Department of Transportation system performance indicators; Civil &/or Transportation Planning engineering; electronic data processing systems (i.e., General Query Language (GQL), Structured Query Language (SQL), Ellis, Microsoft Word, design software, spreadsheets & database packages). Skill in operation of computer; word processing; Data Base Query languages (e.g., Structured Query Language (SQL); databases; spreadsheets, geographical information systems & various reporting & graphing applications). Ability to deal with many variables & determine specific action; use statistical analysis; use algebra; develop complex reports & position papers; gather, collate & classify information; establish friendly atmosphere as division or large section chief.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Undergraduate core in planning, engineering, business or related field of study; 36 mos. experience in planning, engineering or business.

- Or equivalent of minimum class qualifications for employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable

UNUSUAL WORKING CONDITIONS:

Not applicable