**Office of Student Transportation – Transportation Analyst**

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation.  In alignment with our [*Strategic Call to Action*](https://www.hcpss.org/scta/), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

**DESCRIPTION**

Under the direction of the Coordinator of Transportation, Planning & Technology, the Transportation Analyst provides professional and technical work within the Office of Student Transportation to support HCPSS Strategic Call to Action. Responsible for conducting analysis pertinent to the operations of the Office of Student Transportation. Works collaboratively with staff and stakeholders on a variety of projects. Such tasks include the analysis of current routing schemes, the development and implementation of transportation initiatives, and other projects to enhance the delivery of service. Support in the planning, analyzing, and creating analytical deliverables related to transportation activities, school bus operations, and budgetary functions. Performs other duties as assigned.

**ESSENTIAL POSITION RESPONSIBILITIES**

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

* Analyzes operational data to ensure operational safety and efficiency.
* Assess and analyze bus route efficiencies and make recommendations for improvements to staff.
* Create reports as needed by the Coordinator of Transportation, Planning and Technology, and staff.
* Prepare and distribute bus route descriptions and route maps.
* Work collaboratively with the Technology Office to manage transportation and financial technology systems.
* Assist in preparing cost analysis, optimization, and efficiency reports.
* Provide answers to questions from stakeholders regarding transportation data to include bus routes, student and school assignments, and use of transportation technology.
* Continuously maintain documentation of specific procedures for developing bus routes or other cross functional procedures relevant to transportation services.
* Develops key performance indicators that assess school bus operations and contractor performance.
* Develops and performs quality assurance and quality control for various facets of the operation.
* Develops queries and scripts to perform analysis of school bus operations and vendor performance.
* Identifies and provides recommendations and solutions for continuous improvement opportunities.
* Collaborates and supports internal and external stakeholders with HCPSS schools and offices, State Highway Administration, Howard County Bureau of Highways, Howard County Police Department, and other agencies.
* Maintains continuing familiarity with the county and its growth.

**MINIMUM QUALIFICATIONS**

**A combination of education and experience may be considered.**

**Education:**

* Bachelor’s degree from an accredited college or university in Transportation, Planning, Education, Finance, Data Science, or a related discipline from an accredited college.

**Certification:**

* **NA**

**Experience:**

* Three (3) years of experience analyzing data and reports to support operational needs of an organization in transportation, planning or similar environment.

**Preferred Qualifications:**

* (1) one year of experience working in a public or private school or university environment in student or campus transportation office.

**SELECTION REQUIREMENTS**

Applicants who meet the minimum (and preferred) qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a foreign credential evaluation service prior to starting employment (and may be requested prior to interview). HCPSS requires an official evaluation of foreign credentials to verify educational qualifications.

HCPSS requires an official [evaluation of foreign credentials](http://www.marylandpublicschools.org/about/Pages/DEE/Certification/Foreign-Transcript-Evaluation-Agencies.aspx) to verify educational qualifications.

**EMPLOYMENT INFORMATION**

This is a 12 month per year position in the Howard County Educators Association, Educational Support Professionals (HCEA-ESP) employee bargaining unit. The current salary range for this position is on the Central Office Technical Salary Scale, Grade 25 $83,075 - $131,763. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.



**APPLICATION REQUIREMENTS**

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

* A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
* All supplemental materials (i.e.: resume, letter of introduction, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact: [recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@hcpss.org)

***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind.  HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability,  sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.