METRO
Classification Description

TITLE: Associate Transportation Modeler

Class No: 6015   **Bargaining Unit: AFSCME, 3580**

Salary Range: 18E   **Established: 2007**

FLSA: Exempt   **Revised:**

Classification Summary:
This is the journey-level classification in an entry, journey, and senior classification series. Stationed in the Transportation Research and Modeling Services (TRMS) section within the Planning Department this position serves as a travel demand modeler participating in numerous multimodal studies within the Portland region. Locally developed travel models and commercially prepared network analysis tools are used to determine the impacts from potential infrastructure improvements and household/employment growth assumptions. Typical tasks may involve the coding of simulation networks, the application of travel demand models, the analysis and interpretation of results and the design of new models.

Supervision Received:
Supervision is received from the Manager.

Supervision Exercised:
May exercise lead over lower-level staff and the Assistant Transportation Modeler.

Distinguishing Features:
The Associate Transportation Modeler classification is distinguished from the Assistant Transportation Modeler classification by the ability to function more independently and perform more complex planning tasks. The classification is the second level of a three-level career progression series (Assistant, Associate, Senior). Specific career progression information is listed in the *Advancement Criteria* section of the classification description.

Essential Functions:
An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee may be expected to perform.

1. Collects and organizes technical information for use in computer analysis and report generation
2. Applies the travel demand modeling software to produce estimates of multi-modal travel
3. Analyzes and summarizes the results obtained from the application of the travel demand model.
4. Develops technical reports.
5. Assists in the research to develop new computer modeling techniques.
6. Represents Metro at meetings regarding the discussion of modeling results.
7. Provides liaison between Metro technical staff and administrators, consultants, and the public regarding modeling data and information.

Secondary Functions:

1. Performs other duties as assigned.

METRO
Classification Description

Job Specifications:

A Bachelor's degree in a quantitative science (engineering, computer science, economics, geography, etc) or planning (with a quantitative emphasis), and one year of transportation modeling experience; or any combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job.

1. Extensive knowledge of transportation research methods and techniques
2. Extensive knowledge of quantitative analysis and statistics
3. Skill in technical writing techniques
4. Skill in using computer software to perform quantitative analysis
5. Ability to organize and conduct transportation studies
6. Ability to make recommendations using numerical analysis
7. Ability to maintain good working relationships with other people
8. Ability to communicate effectively both orally and in writing
9. Ability to work independently and as part of a team
10. Knowledge and ability to use a computer and relevant software.
11. Emerging competence in the use of travel demand models and forecasting techniques.

Advancement Criteria:

Advancement from the Associate Transportation Modeler classification to the Senior Transportation Modeler classification depends on the business needs of the department and the qualifications of the employee.

1. Department Director must verify that there is a need for incumbent to perform Senior-level duties. Business need determines the opportunity – advancement is not guaranteed.
2. Incumbent is required to serve a minimum of one (1) year in the Associate level classification. However, three (3) years represents the typical amount of time needed for incumbent to fully demonstrate the ability to advance from the Associate level classification to the Senior level classification.
3. Incumbent must demonstrate the ability to perform all of the duties in the Senior level classification, as determined by the direct supervisor with the written approval of the department director.
4. Incumbent must demonstrate a willingness to lead in their own professional development by taking on new challenges when they are identified and offered.
5. Incumbent must have completed all mandatory training through the Metro Human Resources department (*Harassment & Discrimination Awareness*, *Performance Evaluation Process*).
6. Incumbent must have completed training related to the Regional Leadership Initiative, as identified by incumbent's supervisor.

Working Conditions:

Duties are primarily performed in an office environment, while sitting at a desk or computer terminal. May spend time in the field gathering data or overseeing projects. This position may require frequent periods of standing, walking, talking, fingering, sitting and repetitive motions of the hands and/or wrists and requires good general hearing (both in person and over the phone). May also require occasional bending, grasping and handling and lifting and/or carrying up to 10 pounds.

Established - 2007