

# TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

## Inclusion Through Diversity



## OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Transportation Analyst

**EXAM NO:** 66502

**SALARY:** \$24.93 per hour - 2018 Hire Rate

**EXAM DATE:** 12/01/18

**ISSUE DATE:** 10/16/18

**THE FINAL DATE TO FILE APPLICATIONS:** 10/31/18

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 12/02/18

**RESIDENCY WAIVED**

**THE USE OF A QUIET HAND HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.**

### **LOCATION OF POSITIONS/VACANCIES:**

There is currently one part-time vacancy in the title of Transportation Analyst located at Ithaca Tompkins County Transportation Council. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time or temporary vacancy that may occur during the life of the eligible list.

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Transportation Planning, City or Regional Planning, Traffic or Transportation Engineering, or a related field **AND** one year of professional transportation planning experience with a public or private planning, engineering, architectural or similar agency engaged in transportation planning; **OR**
- (b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in Transportation Planning, City or Regional Planning, Traffic or Transportation Engineering, or a related field **AND** three years of professional transportation planning experience with a public or private planning, engineering, architectural or similar agency engaged in transportation planning; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

### **SPECIAL REQUIREMENT:**

The applicant must possess a valid New York State drivers license at the time of application and maintain such license for the duration of employment.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is mid level position exists in the Ithaca-Tompkins County Transportation Council (I-TCTC). The incumbent will be responsible for problem definition, development of goals and objectives, policy research, data evaluation , and development of detailed program recommendations. The duties of the Transportation Analyst position also include such administrative functions as providing support staff to the I-TCTC committees, advisory subcommittees, and during public meetings. The position requires a high degree of autonomy and independent judgment in the performance of work assignments. The ability to meet extremely tight deadlines is required. Due to a high level of contacts with County officials, various appointed/elected officials and members of the public, considerable interpersonal skills are required. The work is performed under the general supervision of the Transportation Planning Director. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Assembles, organizes, analyzes and presents relevant planning data for use in agency initiatives utilizing support staff where necessary;
- Assists in the development of the unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), scopes of services, and the Long-Range Transportation Plan for the I-TCTC Planning Area;
- Prepares reports documenting technical, administrative and informational activities;
- Participates , or may have the lead role, in presentations made to public officials, technical committees, and the general public;
- Performs general research on a wide range of topics that intersect with transportation planning including, demographic and socio-economic analysis, land-use development issues and law, transportation regulation, motor vehicle law, cost-benefit analysis and energy planning;
- Attends meetings and seminars in the Transportation Planning Director's absence;
- Uses a computer to run transportation modeling software, access Geographic Information Systems (GIS), and to perform word processing, database and spreadsheet functions.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough working knowledge of the principles and practices of transportation planning;
- Thorough knowledge and understanding of qualitative and quantitative methods of data analysis;
- Thorough understanding of the relationship between transportation, land use, social, economic and environmental factors;
- Strong working knowledge of computer applications relative to land use and transportation planning activities, including GIS;
- Strong ability to develop clear and concise oral and written reports;
- Ability to understand and interpret oral and written instructions;
- Ability to establish and maintain a good rapport with fellow County employees, elected/appointed officials, and the general public;
- Dependability, initiative, sound judgement and tact are required;
- Good organizational skills and detail oriented;
- The candidate's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

Originally created 05/93

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### **Complete Scope of the examination and Expanded subtest descriptions:**

#### 1. Computer-assisted mapping, including geographic information system (GIS) applications

These questions test for knowledge of the concepts, terminology, and proper procedures to use when creating and revising maps and site plans utilizing GIS and computerized mapping software.

#### 2. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

3. Transportation planning and program development, including sociological, economic, design-and environmental factors  
These questions test for knowledge of the concepts, design issues, terminology and proper practices utilized in the transportation planning and analysis fields, including how best to improve the quality of life, the economy and the environment through transportation planning programs and projects.

4. Collection, analysis and presentation of data, including basic statistics  
These questions test for knowledge of the proper procedures and methods used to gather, evaluate, organize, summarize, and utilize various types of technical data and information, and the fundamental concepts, terminology, and computations involved in statistical analysis for transportation-related planning studies.

5. Understanding and interpreting tabular material  
These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850