



Job Vacancy Announcement

Title: Transportation Analyst 1/ Trainee 1/ Trainee 2 (NYS HELPS)		Notice Number: R01-24-23
Program Area: Planning & Program Management - Region 1		
Item Number: 17062	Bargaining Unit: PEF (05)	Issued Date: 02/23/2024
Occupational Category: Other Professional Careers		Expiration Date: 03/11/2024
Salary Grade: 18/NS	Salary Range: \$47,925- \$80,248	Salary Reported: Annually

Appointment

Employment Type: Full-Time	Part-Time Percent*: 0%	Accept 55b/c candidates: No
Appointment Type: Contingent Permanent		Jurisdictional Class: Competitive
Travel Percentage: 0%		Posting Location: StateJobsNY both- State Employees and Public

Schedule

Work Week: Monday-Friday	No. Hours per Week: 37.5	Workday Hours: 08:00-4:00PM
Compressed Workweek Allowed: Yes		Mandatory Overtime: No
Telecommuting: Yes, to be discussed at interview		

Location

Region: 1	County: Albany	Street Address: 50 Wolf Rd	
City: Albany		State: New York	Zip: 12232

Minimum Qualifications:

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).*

To be considered for appointment through NY HELPS, or 55 b/c, candidates must meet the open-competitive minimum qualifications for this position. The qualifications are **Open-Competitive**:

For **Trainee 1** you must also have:

A bachelor's degree including or supplemented by 24 qualifying semester credit hours.

Qualifying semester credit hours: calculus, chemical engineering, civil engineering, civil engineering technology, civil engineering technology statistics, climate change science, coastal engineering, coastal management, coastal policy, computer modeling/science, economics, electrical engineering, energy engineering, energy management, energy policy, engineering, environmental law, environmental administration, environmental and community land planning, environmental engineering, environmental management, environmental planning, environmental policy, sustainable engineering, sustainable management, sustainable policy, geography, geographic information systems, geological engineering, information science, information systems, information technology, landscape architecture, mathematics, mechanical engineering, mining engineering, operations research/management,

petroleum engineering, political science, political economy and development, public administration, public policy, quantitative/analytical methods (mathematical or computer), quantitative analysis, statistics, transportation engineering, transportation or highway planning, transportation or highway management, transportation or highway systems engineering.

For **Trainee 2** you must also have:

Either 1. One year of qualifying experience** **OR**

2. A master's degree including or supplemented by 24 qualifying semester credit hours*

For the **Full Performance Level** you must also have:

Either 1. Two years of qualifying experience** **OR**

2. A master's degree including or supplemented by 24 qualifying semester credit hours* **AND** one year of qualifying experience**.

*Qualifying semester credit hours: calculus, chemical engineering, civil engineering, civil engineering technology, civil engineering technology statistics, climate change science, coastal engineering, coastal management, coastal policy, computer modeling/science, economics, electrical engineering, energy engineering, energy management, energy policy, engineering, environmental law, environmental administration, environmental and community land planning, environmental engineering, environmental management, environmental planning, environmental policy, sustainable engineering, sustainable management, sustainable policy, geography, geographic information systems, geological engineering, information science, information systems, information technology, landscape architecture, mathematics, mechanical engineering, mining engineering, operations research/management, petroleum engineering, political science, political economy and development, public administration, public policy, quantitative/analytical methods (mathematical or computer), quantitative analysis, statistics, transportation engineering, transportation or highway planning, transportation or highway management, transportation or highway systems engineering

**Qualifying Experience is directly related to highways or transportation in either planning, engineering management, systems analysis or quantitative analysis of transportation or Highway systems and must have included direct responsibility for the preparation of written material such as narrative reports, letters of memoranda documenting the accomplishments and/or supervision of such activity. Additionally, this professional experience must have included one or more of the following: the identification and documentation of transportation problems and needs; the inventory, data analysis and description of highway or other transportation facilities, conditions or

performance; the analysis and evaluation of existing or proposed transportation services including plans, programs, projects and policies; the development and/or coordination of transportation plans or policies; the development of projects for transportation facilities and/or service improvements (including traffic engineering or safety improvements); supervision and coordination of local transportation planning programs; the development and/or evaluation of transportation planning methods or models or program techniques or strategies

Candidates may also be qualified for permanent competitive appointment if reachable from the appropriate Civil Service eligible list or eligible for reassignment or transfer in accordance with Civil Service Law.

Duties Description:

Under the supervision/direction of an Associate Capital Program Analyst, the candidate will complete tasks assigned related to the Region's planning process, including but not limited to:

- SEQR coordinated review comments and response.
- Tracking Capital Program sustainability accomplishments
- Participation in local and regional planning studies
- Communication with local and regional officials, planners, and residents
- Other duties as assigned.
- Candidates with additional relevant experience may be involved in:
- Grant writing
- GIS Coordination

Further details of the position will be discussed during the interview.

Responsibilities may include serving a role within the Incident Command System to support the department's response to regional and statewide emergency situations.

To Apply:

Qualified candidates should submit a letter of interest and a current resume, titled by last name, with the Notice Number **R01-24-23** and last name in the subject line and referenced in the letter of interest no later than **March 11th 2024** to:

**NYS Department of Transportation
50 Wolf Road, Suite 1s50
Albany, NY 12232**

Email: dot.sm.r01.administration@dot.ny.gov

Fax: (518) 474-1882

Additional Information

*For the duration of the NY HELPS Program, this title maybe filled via a non- competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply. At this time, agencies may recruit and hire employees by making temporary appointments. In May 2024, if a temporary NY HELPS employee is satisfactorily performing in the position, the appointment will be changed from temporary pending Civil Service Commission Action to permanent non-competitive and the official probationary period will begin.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

If you are on the Professional Career Opportunities (PCO) eligible list, please state that along with your score in your cover letter.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Office of Employee Relations at (518) 474-6988 or via email at info@oer.ny.gov.

The New York State Department of Transportation is an equal opportunity/affirmative action employer. Women, minority group members, disabled persons and Veterans are encouraged to apply. Upon request, reasonable accommodations will be provided for the disabled.

In compliance with Public Law 99-603, candidates selected for appointment must provide an original document to prove their citizenship and/or legal right to work in the United States.

