

CITY OF CHATTANOOGA

Classification Specification Title: Director Research & Analytics

Department: City Planning

Pay Grade: GS.14

Supervision Received From: Deputy Director Planning

FLSA Status: Exempt

Supervisory Responsibility For: Planning Analyst 1,

Established: 6/29/07

Planning Analyst 2, Transportation Analyst

**Revision Dates: 4/1/25;
1/11/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for providing research, modeling and data analytics functions for the Planning Department and the Chattanooga-Hamilton County/North Georgia Transportation Planning Organization (TPO) as well as directing transportation planning processes and activities to maintain Federal compliance for receiving federal and state transportation funding.

Duties include preparing key regional transportation plans and documents; collaborating and coordinating with federal, state and local organizations and agencies for implementing transportation planning process; providing meaningful and insightful analyses and projections related to transportation and land use planning, as well as long-term perspective of the region; formulating recommendations to facilitate decisions related to land use and transportation developments, public infrastructures, municipal services and quality of life; developing appropriate data systems and performance metrics that lead to improved decision-making and organizational performance; and supervising Research & Analytics staff. Work is performed under administrative review, working with the maximum degree of initiative and judgment.

SERIES LEVEL:

The Director Research &-Analytics is a stand-alone classification in the Planning Department.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises division staff to include developing work programs; prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Directs and monitors the day-to-day division activities and operations which includes developing, updating, maintaining, administering and implementing of standard operating procedures, quality assurance standards, policies, goals, objectives, work plans and workflow; ensuring procedures and equipment meet operational and program performance and ensuring compliance with applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures.

Directs and participates in transportation planning activities and process as well as the completion of the region's key transportation plans and documents such as Congestion Management Process (CMP), Regional Intelligent Transportation System Architecture and Plan (RITSA), Transportation Performance Management (TPM) process, technical analyses, projections and scenario evaluations for Regional Transportation Plans (RTP).

Provides meaningful and relevant insights related to land use and transportation planning, public infrastructures, municipal services, quality of life and long-term perspective of the region by initiating, directing and implementing analytics projects and deliverables such as travel demand models, land use models, transportation monitoring system, performance metrics, policies and strategies evaluation, socio-economic trend analyses and market studies.

Oversees and participates in the base year socio-economic data estimates and growth forecasts for the TPO region to inform transportation and other long-range planning and investment decisions.

Performs quality control to ensure the accuracy and integrity of data products and provides innovative solutions to improve forecasting efforts.

Analyzes and anticipates the data needs of the Department and TPO; directs the development and maintenance of land use planning and transportation information systems to meet the data needs, establishes processes and procedures to ensure data accuracy, integrity and practicality.

Guides and oversees the mining of various large datasets (Big Data) from various sources using sophisticated analytical techniques and tools; designs and oversees the implementation of the appropriate analytical approaches and methodology for insightful analytics.

Directs and guides the creation of effective data visualizations such as dashboards, snapshots, PowerPoint, StoryMaps, interactive charts, and infographics for effective communication to all levels of audience.

Presents results and recommendations to the elected officials, other departments, professional groups, the publics and/or other interested parties.

Applies for Federal, state and local grants and funding from various sources, directs the programs and ensures projects comply with applicable grant guidelines, procedures and policies.

Directs the preparation and administration of projects contracts which includes defining specifications; preparing scope of work and request for proposals; soliciting bids; selecting consultants and vendors; negotiating related contracts and change orders; overseeing and monitoring project progress; reviewing project reports; providing technical expertise and guidance to contractors; ensuring compliance with applicable contract terms and conditions; and authorizing contract payments.

Provides technical guidance and expertise to internal and external stakeholders, elected and appointed officials, architects, developers, engineers, realtors, contractors, property owners and the general public regarding development projects; transportation projects, current trends, socio-economic forecasts and long term perspective of the region; responds to related questions and requests for information.

Participates in forecasting, preparing and administering section budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials, Boards, Commissions, the general public and/or other interested parties to coordinate work activities, exchange information and resolve problems.

Represents the City, County and other municipalities and/or the Department at a variety of internal and/or external meetings, public events, training sessions, on committees and/or other related events in order to receive and/or convey information.

Researches, analyzes, interprets and evaluates ordinances, codes, laws, rules, regulations, standards, policies and procedures; ensures departmental compliance with applicable ordinances, codes, laws, rules, regulations, standards, policies and procedures; initiates corrective actions to eliminate deviations or violations.

Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Master's Degree in Urban Planning, Transportation Engineering, Transportation Planning, Data Science, Computer Science, Geography or a closely related field and seven (7) years professional experience in urban planning, transportation planning, Geographic Information System (GIS) applications, qualitative and quantitative research project design and implementation, data management, policy analysis, demographic forecasting, model building, advanced statistical analysis, project management, budget administration and supervision.

LICENSING AND CERTIFICATIONS:

Valid Driver's License; American Institute of Certified Planners

KNOWLEDGE & SKILLS:

Knowledge of management principles; land use and transportation planning and modeling; GIS principles and practices, qualitative and quantitative research methods and procedures; regional economic; forecasting and trend analysis as applied to population and land use planning; scenario planning; applied demography principles, concepts and techniques, spatial analysis methods; statistical analysis methods, database development and management principles; policy analysis principles; development review principles; research, data and report presentation techniques; applicable Federal, State and Local laws, ordinances, codes, rules, regulations,

policies and procedures; strategic planning principles and practices; research and data analysis techniques; public relations principles and budgeting principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; developing planning models; analyzing and forecasting demographics; developing and administering budgets; reviewing, planning and designing projects; reviewing design and development data and information; coordinating inter-agency activities and projects; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals; responding to changing situations and needs; analyzing data associated with land-use and site plans; handling multiple tasks simultaneously; facilitating negotiations and mediations; speaking in public; conducting research; preparing a variety of reports and business correspondence; developing and analyzing community outreach and education programs and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.