



TAHOE REGIONAL PLANNING AGENCY

JOB TITLE: Associate/Senior Analyst - Transportation and Analytics
 FLSA STATUS: Non-Exempt
 REPORTS TO: Principal Natural Resource Analyst, Research and Analysis
 DIRECT REPORTS: None
 SALARY RANGE: \$61,830 - \$111,713

THE TAHOE REGIONAL PLANNING AGENCY

The Tahoe Regional Planning Agency (TRPA)—created in 1969 by a Compact between the states of Nevada and California, then ratified by the U.S. Congress—protects and restores the environment of Lake Tahoe. The Agency is the nation’s first and oldest bi-state regional environmental authority, a one of a kind organization -- not purely federal, state, or local, but a unique hybrid organization -- and a vital avenue working at the crossroad of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.

The Bi-State Agency is charged with regional planning, development and redevelopment oversight, implementation of environmental protections, and restoration programs for the Region. TRPA has both planning authority and the land use regulatory authority to back up, implement, and enforce regional-scale plans. Agency executives, managers, and employees are responsible to lead programs that weave together science, policy, public and private financial investment, and collaborative partnerships as foundations critical to Lake Tahoe’s long-term preservation. Agency staff functions at the complex intersection of environmental protection, land use planning, and real estate development in a highly sensitive environment.

ESSENTIAL FUNCTIONS OF THE ASSOCIATE/SENIOR ANALYST – TRANSPORTATION AND ANALYTICS

Acting in the Research and Analysis Division, the Associate/Senior Analyst - Transportation and Analytics leads the Agency’s transportation and land use planning analytics program. This includes oversight of the Agency’s travel demand model, including contractor management for the maintaining, updating, and operating the model and management of the data collection necessary for modeling. This position is also responsible for managing other datasets, data collection, and analysis needs related to transportation and land use planning, including employment, demographic, and census data.

The Associate/Senior Analyst – Transportation and Analytics may also leverage technical skills in analytics to support other agency initiatives. The position is also responsible for all aspects of program management, including:

- Data analysis, creation of infographics or other data displays, and report writing
- Communication of core insights from data analysis internally and with partners
- Contract management and oversight of consultants, including development of Requests for Proposals
- Identifying grant funding opportunities, grant writing, and reporting to support agency initiatives

The position will require working closely and cooperatively with TRPA Program Managers and may include working with other external partner agencies (CalTrans, NDOT, USFS, CTC, NDSL, State Parks, etc.) and the general public.

ASSOCIATE/SENIOR ENVIRONMENTAL ANALYST

Travel Demand Model

- Oversee maintenance and updates to TRPA's Travel Demand Model (TransCAD-based), including coordination of consultant contracts, and the integration and testing of changes.
- Collection, organization, and display of existing and forecasted data for the Regional Transportation Plan/SCS (e.g., population, housing, occupancy, employment) – data warehousing of RTP/SCS data for use on LT Info and other potential tools.
- Development and analysis of base year and forecast scenarios model runs to support agency planning processes including updates to the Regional Transportation Plan/SCS and the Regional Plan
- Identify opportunities to improve model to meet strategic information needs and prioritizes resource investment to meet needs.

Strategy Development and Program Leadership

- Engage with stakeholders (internal and external) to identify and prioritize information needs and investments of agency time and resources to support data driven decision making.
- In-depth knowledge of data sources to meet transportation and land use planning needs.
- Knowledge of transportation, economic, and demographic data sources and data collection process and understanding of how to apply those to better understand regional dynamics.
- Ability to identify and apply the most appropriate data source to address regional challenges.

Data Analytics

- Data management system and updated display of data for agency land-use and transportation planning.
- Development of a web-based tools to support data analysis and data display.
- Additional analysis as necessary to support the Agency initiatives, Bi-State Transportation Consultation, and TRPA Governing Board/Agency strategic planning.
- Develop, apply, and update of a demographic, visitation, and land-use forecasting methodology for regional planning and data needs.

ASSOCIATE/SENIOR ANALYST REQUIREMENTS

Education/Training and Experience

- Bachelor's Degree in data science, statistics, analytics, natural sciences, environmental studies, resource management, or a closely related field of study.
- Three years of increasingly responsible experience -- 7 years for Senior Analyst -- in resource management and project management. A Master's Degree may be substituted for 2 years of experience.
- Experience in the management of contracts is preferred.
- Possess, or ability to obtain, a valid driver's license issued by the state of Nevada or California.

Knowledge and Skills

- Problem solving skills - Demonstrates critical thinking and analysis capability, synthesizes complex facts and issues in order to glean insights and propose successful solutions.
- Experience with activity-based travel demand models, and knowledge of the principles of travel demand modeling.
- Knowledge of the regional planning and development forecasting.
- Experience working with US Census data.
- Experience with big data platforms and/or mobile device data such as StreetLight Data, Replica, MySidewalk, INRIX, Teralytics, UberMedia, Arrivalist, etc.
- Ability to work collaboratively with a variety of outside partners, both public and private, to resolve issues, leverage resources, and work as a partnership.
- Demonstrated ability to take initiative, work independently, while also possessing the ability to work in a highly effective team.
- Excellent written and oral communication skills and attention to detail.
- Ability to represent the TRPA at public events and meetings as needed.
- Capacity to manage conflict to an effective and positive outcome.

- Experience with transportation data collection & travel survey development
- Excellent organizational and record-keeping skills.
- Exercise sound judgment to determine when to make independent decisions and when to seek direction from management or other staff.
- Knowledge of the environmental, social, and economic issues and challenges in Lake Tahoe.

Computer and technical skills

This position requires experience with travel demand modeling, database, geographic information systems (ArcGIS), and standard office software. Ideal candidates will have solid analytical and quantitative skills; knowledge of one of the major travel demand modeling software packages (TransCAD preferred); and an understanding of statistical methods, transportation planning, and urban development concepts.

Data analysis and/or application development experience with programming/scripting languages such as Python, C, SQL, R (including Shiny & R markdown), and SAS is desired. Knowledge of land use models and mobile source emissions modeling software such as MOVES is preferred. Experience with Git and GitHub also preferred.

TRPA CORE COMPETENCIES

- Self Development
- Critical Thinking and Continuous Improvement
- Fosters Collaborative Relationships and Teamwork
- Initiative and Results Focus
- Communication

AGENCY BENEFITS

- 27 days Paid Time Off (PTO) annually
- 13 days paid holidays annually
- Retirement Program, the Agency has three Retirement Plans:
 - Money Purchase Plan. In lieu of Social Security, the Agency contributes a dollar amount equal to 8% of the employee's annual salary toward retirement. This plan has immediate participation and 100% vesting.
 - Supplemental Plan. The Agency contributes approximately 5.54% of the employee's annual salary toward retirement.
 - 457(b) Deferred Compensation Retirement Plan (Voluntary). Employees can contribute up to the maximum allowed by the IRS.
- Group Health Insurance. The Agency contributes 100% of employee only coverage (and subsidized dependent coverage) for our Medical (PPO, HSA), Dental, and Vision Care Plans
- Employer Paid Life Insurance and Short-Term Disability Insurance
- Long-Term Disability Insurance (Voluntary)
- Medical and Dependent Care Flexible Spending Accounts (Voluntary)
- Flexible work schedules
- Transit / commuter passes
- Dog friendly office, bring your dog to work!

APPLICATION DATES AND PROCESS

Please visit our website at <https://www.trpa.gov/contact/employment/> to read more about our Agency and to complete an employment application through our Career Center. To access the Career Center, click on the link under **Apply Today** on the employment page. Within the *Career Center* site, select the "**Apply Now**" link and submit a completed employment application along with a cover letter describing your interest in the position, and a resume of your qualifications.

RECRUITMENT COMMUNICATION

Human Resources may contact you at various stages of the recruitment process if you meet the qualifications for the position; this contact will be via email or telephone.