



TAHOE REGIONAL PLANNING AGENCY

JOB TITLE: Assistant/Associate Analyst - Transportation and Analytics
 FLSA STATUS: Non-Exempt
 REPORTS TO: Principal Natural Resource Analyst, Research and Analysis
 SALARY RANGE: PL1 (Assistant): \$53,428 - \$86,878 / PL2 (Associate): \$61,830 - \$100,880
 HIRING RANGE: PL1 (Assistant): \$53,248 - \$78,741 / PL2 (Associate): \$61,830 - \$91,117

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 ASSISTANT/ASSOCIATE ANALYST – TRANSPORTATION AND ANALYTICS

Acting in the Research and Analysis Division, the Transportation and Analytics Assistant/Associate Analyst - supports the Agency’s transportation and land use planning analytics program. This includes contract management and data collection for the maintaining key data sets and analysis needs related to transportation and land use planning, including employment, demographic, and census data. The Transportation and Analytics Assistant/Associate Analyst—may also leverage analytical or technical skills in analytics to support other agency initiatives. The position also contributes to 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.

ROLES & RESPONSIBILITIES OF THE ASSISTANT/ASSOCIATE ANALYST – TRANSPORTATION AND ANALYTICS

Data Collection and Compilation

- 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
- 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

- Manage data, dashboards, and other tools for agency land-use and transportation planning data.
- 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.

ASSISTANT/ASSOCIATE 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.
- One to three years of increasingly responsible experience – 3+ years for Associate 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, Skills, and Abilities

- Problem solving skills - Demonstrates critical thinking and analysis capability, synthesizes complex facts and issues in order to glean insights and propose successful solutions.
- Knowledge of the regional planning and development forecasting.
- Experience working with US Census data.
- 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.
- Experience with activity-based travel demand models, and knowledge of the principles of travel demand modeling is desired.
- Experience with big data platforms and/or mobile device data such as StreetLight Data, Replica, MySidewalk, INRIX, Teralytics, UberMedia, Arrivalist, etc. is desired.

Computer and technical skills

Ideal candidates should have solid analytical and quantitative skills. The following knowledge and skills are desired, but not required, competencies for the role:

- Knowledge of travel demand modeling software packages (e.g., TransCAD)
- 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.
- Experience using geographic information systems (ArcGIS).

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. Within the Career Center site, select the "Apply for Job" link. Please attach a resume of your qualifications, and cover letter describing your interest in the position in one document when you are completing the application.
- 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 phone only. Please make sure your email address and phone number are accurate.
- We do not accept walk-in or hand delivered application materials nor applicant calls regarding open, pending, or closed positions.

TRPA is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

All employment is decided on the basis of qualifications, merit, and business need.