



# City of Tempe

## TRAFFIC ENGINEERING ANALYST

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	307	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Engineering & Transportation	<i>Salary / Hourly Minimum:</i>	\$58,425
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$78,874
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Traffic Engineering Analyst
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Paraprofessionals

### DISTINGUISHING CHARACTERISTICS

**REPORTING RELATIONSHIPS**

Receives direction from the Traffic Engineer or from other supervisory or management staff.  
 Exercises technical supervision over less experienced staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three years of increasingly responsible technical traffic engineering, including the equivalent to one year of full-time computer aided design (CAD) experience.
<i>Education:</i>	Equivalent to an Associate’s degree with major course work in traffic engineering, civil engineering, or a degree related to the core functions of this position.
<i>License / Certification:</i>	Must possess and maintain a valid driver’s license.

**ESSENTIAL JOB FUNCTIONS**

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform a variety of professional and technical field and office traffic engineering work.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Design signage, striping, and signals for the safe control and flow of traffic; design and draft designs for various streets and other developments; prepare striping and traffic signal plans and specifications.
- Design parking facilities, signage and marking plans, parking lot lighting, and sidewalk and bike path improvements.
- Manage, prepare, and conduct traffic control studies, including traffic signal warrant studies, parking studies, speed limit studies, left-turn warrant and other accident analyses, traffic impact studies, capacity improvement project reviews, and traffic control planning, review and approval; present findings to City staff and/or neighborhood representatives; implement strategies to reduce accidents and improve traffic control.
- Plan, design, and coordinate traffic control and transportation activities for special and major events within the City, including working with event representatives and performing public relations responsibilities for traffic control during these events; supervise barricading during events; serve as liaison to the City of Tempe Task Force and other traffic related committees.
- Review, evaluate, and approve transportation components of plans for private development and street construction projects.
- Develop and implement the neighborhood traffic management program regarding traffic flows in neighborhoods; work with neighborhood groups and citizens to resolve issues and implement solutions.
- Coordinate transportation projects and programs; prepare Request for Proposals (RFP's); track expenditures; and monitor construction activity.
- Develop traffic and transportation software programs including creation of user interface design, database design, and programming; provide support to users; review and analyze data models and develop plans to acquire and manipulate data information.
- Utilize automated spreadsheet programs and enter related traffic data; produce statistical reports related to traffic counts, signals and other traffic engineering applications; draft plans and diagrams on the computer.
- Respond to requests for information and assistance related to traffic, parking and safety; conduct field traffic studies; compile data and prepare appropriate recommendations and reports.
- Provide information to other departments, divisions, outside agencies and citizens; meet with engineers, architects and developers to resolve problems; prepare news releases for publication.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Traverse uneven surfaces;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective July 2004*  
*Revised July 2008 (Update Supervision Received)*  
*Revised October 2009 (Update MQ's)*  
*Revised Feb 2011 (Driver's license requirement)*  
*Revised January 2017 (add physical/mental activities)*  
*Revised March 2019 (PW Reorg – moved to Engineering & Transp. Dept.)*