



T U L S A

PUBLIC SCHOOLS

*Equal Opportunity Employer*

**Job Description**

**Job Title: Support Operations Budget Analyst/GIS Manager**

**Reports to:** Director of Transportation  
**Department:** Transportation  
**Number of Days:** 12 Months  
**Compensation:** BL-05  
**Overtime Status:** Exempt  
**Date Job Revised:** June 7, 2011

**Position Summary:** Individual is responsible for supervising the day to day operations of the Support Operations Department for Transportation.

**Qualifications/Job Requirements:**

**Education:**

- 2 years of college or equivalent experience.
- High school diploma

**Specialized Knowledge, Licenses, etc:**

- CDL, Class B, Endorsements P and S

**Experience:**

- 3-5 years of successful supervisory experience or successful customer service experience. Experiences can run congruently.

**Specific Training/Skills:**

- Leadership training and proven leadership ability.
- Ability to analyze, modify and offer suggestions to improve current systems and methods of operation.

**Physical Requirements (If Applicable):**

- Lifting 50 pounds.

**Other:**

- N/A

**Scope of Authority (If Applicable):**

- Work closely with Route Operations Manager and Fleet Operations Manager to see that adequate support is being given to both of their departments. Supervise, train, advise, assist, counsel and evaluate the following: Routing Department Staff, Customer Service Center (CSC) Staff, Technology, Assets, Training Department Staff, Shipping and Receiving Staff, Parts Staff and Transportation Clerks. Direct supervision of up to 4 supervisors and 25 employees.

**Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):**

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**Customer Contacts:**

- Internal: Route Operations and Fleet Operations, All District Departments (Schools and ESC).
- External: Public, Parents, Students, District Vendors, Outside Field Trip Customers, and Stakeholders

**Duties and Responsibilities:**

1. Oversee Customer Service Center (CSC) Operations: (10%)

- Monitor All Transportation Research/Critical Items:
  - CSC emails
  - Field trip requisitions (internal and external)
    - 1<sup>st</sup> step in approval for 3<sup>rd</sup> party vendors
    - Recoup unpaid 3<sup>rd</sup> party field trips
  - Bus/van/equipment rentals
  - Accidents
  - Inclement weather
  - Radio announcements
  - Bus radio dispatch
  - Special events i.e.; parades, sporting events
  - School evaluations
- Monitor, investigate, and respond to the following issues:
  - Calls and complaints regarding bus service
  - Calls and complaints regarding students at stops
  - Calls and complaints regarding driver activity
  - Lost Students (Before, during, and after work hours)
  - Vehicle Collisions (Before, during, and after work hours)
  - Undeliverable Students (Before, during, and after work hours)

Monitor and evaluate systems used by Transportation:

- KRONOS (Timekeeping)
- Data Warehouse (Budget)
- SquareRigger (Vehicle Parts and Work Orders)
- FACET (Asset Management)
- Trip Tracker (Field Trips)
- Versatrans RP (Routing and Scheduling)
- E-Link (Special Needs Routing)
- Power Trek (Bus GPS)
- Bus radio dispatch audio
- Walker/Munis
- BridgeTrak (CSC issue tracking system)
  - TSMS (Transportation Dispatch tracking system)

2. Evaluate Departmental Performance: (10%)
  - Create annual strategic planning goals
  - Quantitatively measure goal achievement
  - Review recruiting strategies
  - Compile and review turnover analysis
  - Write guidelines and procedures for all processes related to the department
  - Ensure compliance and that all required literature and posters are visible
  
3. Monitor KRONOS operation and all Payroll Issues for the following: (10%)
  - Time and Attendance for 200+ employees
  - Overtime
    - Compile a weekly and annual report
  - Questions about Payroll
    - Retro pay transmittal requests
  - Benefits and Accruals
  - Leave of Absences
  - Worker's Compensation Leave resulting from an Injury on the Job (IOJ)
  - Career increment achievement advisement
  - 45-day evaluation and pay grade change
  - Position changes resulting in FTE allocation modifications
  - New hires
  - Resignations/Terminations
  - Route descriptions
  - Job coding and program assignments for Time Managers

- Scheduling

4. Managerial oversight: (10%)
- Ensure the appropriate paperwork is provided for accident investigations
  - Supervise the Accident Clerk
  - Assist with the hiring/promotion process
  - Compile the monthly Supervisor on Call Listing
  - Oversee the monthly Transportation Awards Program
  - Oversee random drug testing for ALL district CDL holders
  - Conduct annual employee evaluations
  - Student bus referral monitoring
  - Site Asset Management
  - Conduct employee corrective action measures
  - Investigate grievances
  - Attend employee termination hearings
  - Assist with Transportation facility maintenance for four sites
  - Site Technician Management
  - Address and process email and other technological requests

5. Oversee the Training Department and Staff: (10%)
- Implement state and federally mandated changes to CDL (Commercial Driver's License) for state certified trainers
  - Supervise the student on the job training program for the partnership with the Department of Rehabilitation Services (DRS)
  - Assist with the compilation of the TPS Transportation School Bus Driver annual syllabus and course structures
  - Coordinate annual Mandt, Adult/Child/Infant CPR/AED and First Aide Training
  - Coordinate annual In-Service training for drivers, coaches, and teachers
  - Coordinate annual In the Driver's Seat Training
  - Coordinate annual driver Department of Transportation (DOT) physicals
  - Coordinate annual School Bus First Observer Training
  - Conduct Character First Training for Managers and Drivers
  - School Bus Watch Certified Trainer for State of Oklahoma
  - Approve state certification issuance for drivers

6. Special Education Liaison with Special Services for the District: (10%)
- Schedule, plan, and attend IEP meetings
  - Oversee all bus incidents involving special needs students
  - Review daily bus behavior reports for special needs students
  - Implement state and federally mandated transportation guidelines
  - Coordinate annual Special Needs Conference attendance for Bus Drivers
  - Compile Special Education information and data analysis

Review daily routing statistics i.e.; student counts, mileage, student attendance etc.

- Compile annual mileage for No Child Left Behind (NCLB) transportation
- Compile annual mileage for McKinney-Vento transportation
- Write Guidelines & Procedures for Department concerning budgetary items Routing, and Geographical Information System (GIS)
- Design & develop maps, graphs, charts, and other reports from Geographical Interpretation

Manage Route and Scheduling and GIS

- Oversee the dissemination of route books twice weekly
- Assist with routing strategies to increase effectiveness
- Plan routes
- Communicate route schedules and bell times as needed
- Assist with route changes
- Act as a liaison between Transportation and district regarding route

7. Administer budget and analyze data: (30%)

- Compile and assist with reports for federal programs:
  - Compile monthly and quarterly cost savings analysis report for Compressed Natural Gas (CNG) vehicles
  - Compile annual emission reduction analysis report for CNG buses
  - Reconcile CNG invoices
  - Compile quarterly and annual job reports
- Compile annual route cost analysis
- Analyze fuel expenditures weekly, semi-monthly, and monthly
- Frequently compile and review trend data to forecast budget needs
- Compile reports to determine cost impact factors of changes to routes and buses
- Coordinate district travel
- Oversee office supply purchases
- Provide estimates for field trips
- Provide estimates for route creations
- Bond Purchase monitoring and writing rationales
- Forecast overall budget for annually

Supervise (4) four parts personnel and (2) two shipping and receiving personnel:

- Review and approve all vehicle parts purchases
- Review requisitions and purchase orders to ensure the receipt of the product
- Create budget revision forms for transferring budgeted funds

8. Attend mandatory meetings: (10%)

- Support Administrative staff (District Operations)
- Support Administrative staff Transportation
- Clean Cities
- District Planning (McKinney-Vento, NCLB, Route Planning, Summer Planning, Field Trip Planning, etc.)
- Student Management Transportation
- Time and Attendance Transportation
- Training and Development Transportation
- Customer Service Center Transportation
- Attend required training classes for Geographical Information System (GIS)
- Unemployment Hearings
- Provide community outreach services by presenting experiences to further grow alternative fueling initiatives locally, statewide and nationally.
- Provide community outreach services by presenting bus driver training initiatives to reduce the threat of terrorism on a local level.
- Oklahoma Association of Pupil Transportation (OAPT)
- National Association of Pupil Transportation (NAPT)