The Rhode Island Public Transit Authority (RIPTA) is recruiting **internally and externally** to the position of **Data Reporting Specialist**. This is a non-represented position.

Position: **Data Reporting Specialist**

Posting Period: **August 7, 2024 through August 30, 2024**

Salary: **$64,365.42 to $80,456.78 Annum (Paygrade N11)**

Union Affiliation: **Non-Represented**

Reports To: **Executive Director of Financial Planning & Analysis**

Description of Work:

Under general direction of the Executive Director of Financial Planning & Analysis, this position is responsible for the integration and analysis of data from various sources, including, but not limited to Automatic Passenger Counters, fareboxes, real time route information and surveys, and the Authority's financial systems. This position is particularly suited to a candidate comfortable with databases and statistical analysis tools.

Specific tasks will include maintenance and updating of datasets as well as ongoing analysis of system performance trends. The successful candidate will also have opportunities to assist colleagues on using RIPTA's data to inform long-term planning including financial plans, service planning and other projects aimed at improving RIPTA's ability to provide safe, reliable transit services.

Essential Duties and Responsibilities:

1. Responsible for accurate and timely monthly reporting of ridership to National Transit Database (NTD), American Public Transportation Association (APTA), and other entities as needed;
2. Develops and maintains associated reports and systems; coordinates as needed on data validation;
3. Responds to internal and external data requests;
4. Conducts operational analyses related to fare collection, ridership, and other operational trends in support of financial planning;
5. Creates data visualizations using business intelligence tools such as Power BI;
6. Combines, reformats, and analyzes large datasets from multiple RIPTA data sources in programming software;
7. Works across multiple departments to ensure data are accurate and readily available to end users;
8. As necessary, adapts or designs programs necessary to support data collection, analysis, and reporting;
9. Performs other duties as assigned.

The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.

Qualification Requirements and Selection Process:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;
- Must possess excellent written and verbal communication skills;

- Must be proficient in Microsoft Word, Excel and PowerPoint;
- Candidates must demonstrate a high degree of comfort with numerical analysis and database management;
- Candidates must be able to self-direct on analysis projects and independently identify areas where more in-depth exploration is needed;
- Interested applicants should submit their resume and written request to the Human Resources Department by due date;
- Applicant may be required to pass an oral interview and/or written/skills assessment;
- Applicant must provide RIPTA copies of licensure and/or certifications as required to perform job duties prior to appointment;
- Applicant must provide RIPTA a copy of degree and/or transcripts from accredited educational institution prior to appointment;
- Applicant will be required to pass a nationwide full financial and criminal background check to be conducted by RIPTA;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;
- Applicants claiming Military status; should submit a copy of the DD-214 form;
- Internal applicants will be subject to evaluation of personnel file to determine eligibility and suitability for the position; to include but not limited to review of attendance, training, education, job qualification skills, commendations and disciplinary history.

Education:
Must possess an undergraduate degree in mathematics, data science, economics, business administration, information technology, planning, or a similar field, plus relevant work/internship experience.

Experience:
Experience analyzing data in a transit or transportation environment would be preferable but is not required. Candidates must demonstrate a clear analytical aptitude.

OR: any combination of education and experience that shall be substantially equivalent to the above education and experience.

Independent Action:
Performs within prescribed guidelines in accordance with departmental policies/practices. Refers more complex situations to other appropriate individuals.

Supervisory Responsibility:
None

Interested applicants should submit their cover letter, resume, certifications/licensure, transcript copies and RIPTA employment application to the Human Resources Department, 705 Elmwood Avenue, Providence, RI 02907; via email to jobs@ripta.com; or on-line at www.ripta.com/careers no later than *Friday, August 30, 2024. Telephone calls will not be accepted regarding application status.*

RIPTA is an Equal Opportunity Employer: It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.