

## METRO Classification Description

**Title:** Assistant Researcher and Modeler  
**Job Code:** 6011  
**Pay Range:** 16E  
**FLSA Status:** Exempt – Professional, Learned

**Bargaining Unit:** AFSCME 3580  
**Established:** March 2012  
**Revised:** March 2012  
**EEO Category:** Professionals

### **DESCRIPTION**

Participate in numerous multimodal studies within the Portland region related to land use research or transportation modeling. Locally developed travel or economic, real estate and land use models, and analysis tools are used to determine the impacts from potential infrastructure improvements and household/employment growth assumptions.

For transportation modeling, typical tasks involve the coding of simulation networks, the application of travel demand models, and the analysis and interpretation of results. Land use research includes the analysis and development of land use/real estate development databases, collecting and merging complex data sets, statistical research, application of economic and land use/real estate simulation models, interpretation of forecast results, and design of new models.

### **DISTINGUISHING FEATURES**

The Assistant Researcher and Modeler classification is distinguished by the performance of entry-level professional assignments under close supervision or clearly defined direction. The Assistant classification is the first level of a three-level career progression series (Assistant, Associate, Senior). Specific career progression information is listed in the *Advancement Criteria* section of the classification description.

### **DUTIES AND RESPONSIBILITIES**

*Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.*

1. Assists in the collection and organization of technical information for use in computer analysis and report generation.
2. Assists in the application of travel demand or land use, real estate and econometric models to estimate multi-modal travel or regional land use and growth trends.
3. Assists with the analysis and summarization of the results obtained from the application of the travel demand or land use, real estate or economic models.
4. Develops technical reports.
5. Assists in research to develop new computer modeling techniques.
6. Fulfills Metro's employee values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability. These duties include but are not limited to:
  - a. Maintaining positive relationships;
  - b. Respecting diversity of ideas and perspectives of others;
  - c. Demonstrating sustainable practices;

## **METRO**

### **Classification Description**

- d. Assisting the public, public officials and other employees in a professional and courteous manner;
  - e. Developing safe work habits and contributing to the safety of self and co-workers;
  - f. Contributing to a positive team atmosphere; and
  - g. Having regular and punctual attendance.
7. Performs assigned duties during an emergency situation.
  8. Other duties as assigned.

#### **JOB SPECIFICATIONS**

*(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)*

#### **Job Preparation**

##### **Education and Work Experience**

- Bachelor's degree in a quantitative science (mathematics, statistics, econometrics, engineering, computer science, economics, geography, etc.) or planning (with a quantitative emphasis) and
- Demonstrated experience in quantitative planning or modeling with extensive computer experience or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

##### **Knowledge, Skills and Abilities:**

1. Transportation or land use and/or economics research methods and techniques
2. Quantitative analysis and statistics
3. Write technically
4. Use computer software to perform quantitative analysis
5. Communicate effectively both orally and in writing
6. Apply Federal, State, and local laws and regulations and agency policies and procedures for respective field
7. Use discretion with confidential and sensitive matters
8. Fulfill Metro's employee values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability
9. Work in a safe manner and follow Metro safety policies, practices, and procedures.
10. Perform all essential duties of the position

# METRO

## Classification Description

### Special Requirements

Successfully pass the background checks and screening requirements of the organization for this particular position

### Tools and Equipment Used

All standard office equipment, including but not limited to computer and printer, fax machine and copy machine, and computer software including MS based word-processing and spreadsheets

### Supervision and Lead Work

Supervision is received from a manager

As directed by manager, provide lead work, such as assigning and reviewing work, training, and leading projects

### Advancement Criteria

- Department Director must verify that there is a business need for incumbent to perform Associate-level duties. Business need determines the opportunity – advancement is not guaranteed.
- Incumbent is required to serve a minimum of one (1) year in the Assistant level classification. However, two (2) years represents the typical amount of time needed for incumbent to fully demonstrate the ability to advance from the Assistant level classification to the Associate level classification.
- Incumbent must demonstrate the ability to perform all of the duties in the Associate level classification, as determined by the direct supervisor with the written approval of the department director.
- Incumbent must demonstrate a willingness to lead in their own professional development by taking on new challenges when they are identified and offered.
- Incumbent must have completed all mandatory training through the Metro Human Resources Department (*Harassment & Discrimination Awareness*).
- Incumbent must have completed a Metro approved Project Management Course.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*