

**Title:** ROW Analyst  
**Location:** Remote  
**Salary:** \$75k - \$116k  
**Hours:** Full-Time

### **JOB DESCRIPTION:**

ROW Analyst performs as a team member responsible for providing accurate and timely preparation of program/project status reports, provide coordination of critical parcels, and project coordination support to the Property Management Unit in the Real Property Branch (RPB).

### **RESPONSIBILITIES AND REQUIREMENTS**

- Works with Property Management team as the project coordinator for critical
- parcels within each Construction Package
- Communicates with Construction Engineers, Task Managers, and Project
- Construction Managers (PCM) to identify critical parcels
- Updates designation of parcels in the ROW database
- Notifies Authority Task Managers and Contract Managers and Right-of-Way
- consultants of new critical parcels or changes to the existing list of critical
- parcels, which impact the Design Builder's work
- Prepares ROW status reports on critical parcel reports
- Reviews appraisal maps and design files, communicate with construction
- engineers, task managers, and PCMs for identification of structure locations
- Identifies and assigns construction areas and construction elements in the
- ROW database
- Prepares reports of the delivery status of construction areas
- Supports the Director of Real Property and the Property Management team by
- providing data research, ad hoc reporting, and analytical support
- Reviews weekly ROW reports and GeoAmps status reports
- Works with Task Managers and PCMs to gather data, findings, and parcel
- status
- Analyzes and reviews ROW data and create tables and graphs that convey the
- status of ROW deliveries
- Develops ROW status reports and presentations for executive management
- status meetings
- Prepares the ROW weekly report and monthly Operations (Ops) Report
- Assists with systems data integration
- Performs data Quality Control (QC) and reconciliation with Project Controls

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**KNOWLEDGE OF:**

- Principles, practices, and processes of Right-of-Way; database administration, data management, data analysis/QC, and reporting.

**ABILITY TO:**

- Must reason logically and creatively and utilize a variety of analytical techniques to resolve complex assignments; develop and evaluate alternatives; gather, analyze, and interpret data; present ideas and information effectively both orally and in writing; reason basically and creatively; develop formats to present and display Right-of-Way data and information; develop charts and graphs; use a variety of analytical techniques; verify data used across multiple platform1s and reports for consistency and accuracy.

**DESIRABLE QUALIFICATIONS**

- Proficiency and knowledge of computer software applications such as Microsoft Excel, Microsoft Word, and Microsoft Outlook
- Demonstrate familiarity and ability to work with databases
- Ability to prioritize workload elements
- Be able to create database spreadsheets, graphs, charts, and reports
- Be able to effectively communicate with all levels of management and staff orally, in writing, and with visual aids
- Property Management and or Right-of-Way background
- Bachelor's Degree in Engineering, Business, or equivalent

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## ABOUT ZPro SOLUTIONS INC.

With offices in Florida (HQ), California, and New York, ZPro Solutions Inc. (ZPro) was founded in 2016. Certified as a DBE, MBE and SBE in various states and municipalities.

ZPro Solutions is a technology firm offering a full range of consulting services. We specialize in Business Transformation, Enterprise Asset Management, Data Management, Business Operations, Program Management, Project Management, Data Analytics, and Software Sales. Our highly trained and qualified team of consultants provide the skills and expertise to perform comprehensive analysis, using proven methodologies to develop strategies and plans to meet critical business needs. Our team combines expertise in enterprise asset management, projects management, data science and technology to transform industries and bring clients optimal solutions leading to desired outcomes and the greatest ROI.

<https://www.zprosolutions.com/> or via LinkedIn at:

<https://www.linkedin.com/company/zprosolutions>