



JOB TITLE:	SCHEDULES ANALYST	DIVISION:	BUS
REPORTS TO:	DIRECTOR OF SCHEDULES AND SERVICE DEVELOPMENT	EEO CATEGORY:	02 – PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general supervision, this position is responsible for compiling and analyzing a wide variety of ridership, scheduling, operations and field data to develop and maintain efficient fixed transit routes and complex schedules.

Essential Responsibilities

- Prepares vehicle schedules, crew schedules and constructs driver runs using a computerized scheduling program (currently HASTUS) in compliance with the union contract, state and federal law.
- Prepares schedules in accordance with running time patterns between designated points and the availability of equipment.
- Schedules service for transfer opportunities at designated locations. Schedules transit services in accordance to passenger loads, planned service levels and span of service.
- Evaluates passenger load data to determine vehicle type assignments and service frequency.
- Reviews existing run structure in order to improve service, equalize work and reduce costs.
- Conducts run time and ridership analysis from data generated by automated vehicle location and passenger counting systems.
- Administer or assist with data collection for the National Transit Database (NTD) report including data review to ensure accuracy and timeliness of data input.
- Develops, evaluates and determines the required resources needed for the implementation of transit service proposals, adjustments and revisions including special projects as assigned.
- Recommends operational system changes and estimates cost of proposed service revisions.
- Perform auxiliary scheduling tasks to ensure all operational data exported to internal and external stakeholders is accurate and timely.
- Works with internal and external stakeholders in the development or modification of service.
- Assist with the quarterly Operators Bidding process.
- Coordinates schedules of bus, ferry and outside transit agencies.
- Assists with the preparation and issuance of forms and documents of Scheduling Department.



- Assists with training traffic checkers and assist other administrative personnel regarding scheduling operations.
- Assist in conducting field surveys to obtain passenger riding patterns, schedule accuracy and traffic conditions and compiles the results of various checks.
- Evaluates and responds to complaints and suggestions from internal and external stakeholders.
- Knows and follows the safety and health rules and safe working practices applicable to the position.
- Represent department or District at internal and/or external meetings regarding service related issues.
- Regular and reliable attendance and performance are required.
- Performs other duties as assigned.
- Regular and reliable attendance and performance is required.

Required Knowledge, Skills and Abilities

Knowledge of:

- Microsoft Office suite application skills including Word, Excel, and Outlook.
- Transit scheduling and operational practices preferred.
- District Policies and Labor Agreement (MOU) Provisions.

Ability to:

- Demonstrate strong analytical and mathematical aptitude.
- Effectively communicate and use of diplomacy in carrying out all duties.
- Work with and manage large data sets; analyze operational data, recommend and evaluate the impact of scheduling changes.
- Demonstrate flexibility in handling shifting deadlines and priorities.
- Establish and maintain cooperative and effective working relationships.
- Demonstrate attention to detail, accurately proof read and audit data and documents.
- Learn and apply District policies, laws, and regulations that pertain to work.

Minimum Qualifications

Education and/or Experience:

- Bachelor's degree in Information Systems, Mathematics, Planning, Public Administration or equivalent education. Additional position related experience may be substituted on a year per year basis in lieu of degree. A statement detailing qualifying experience must be submitted at time of application.
- A minimum of two years recent scheduling experience. Experience with a public transit agency is preferred.
- A minimum of two years of advanced computer experience. Experience with HASTUS or other computerized scheduling system is preferred.



Physical Requirement:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. Some lifting may be required – generally up to 20 pounds (to box and lift files for storage). Records management may involve repetitive stooping, bending and reaching motions.