



JOB TITLE:	PRINCIPAL SCHEDULING & DATA ANALYST	DIVISION:	BUS
REPORTS TO:	DIRECTOR OF BUS OPERATIONS	EEO CATEGORY:	02 – PROFESSIONAL
FLSA:	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, performs work tasks to support the department’s work program which includes short-range bus service development, scheduling, and data analysis. Work tasks include but are not limited to: developing technical and complex transit operating performance measurements, developing and preparing complex service and operating scenarios, researching and compiling data to prepare statistics and reports to develop recommendations regarding bus transit operations and services. This position will provide back-up to the Director of Schedules and Service Development in all service development and scheduling functions using HASTUS scheduling and other software applications. The position leads a project team in the preparation of the quarterly sign-up, which includes, but not limited to, running time analysis, trip/route timetabling, vehicle scheduling, crew scheduling, and crew rostering using HASTUS scheduling software. Serves as subject matter expert to Bus Division on use of HASTUS and analysis of data from the District’s CAD/AVL and APC systems.

Essential Responsibilities

A. Schedules Development

- Develops quarterly service change plans including proposals for vehicle and crew schedule revisions or other recommendations for bus transit services; coordinates short-range service planning with other District Departments and other transit agencies.
- Analyzes and evaluates data illustrating passenger riding habits, traffic conditions, vehicle running time, union contract provision, and other circumstances affecting the operation of public transportation vehicles.
- Supports the Director of Schedules and Service Development in the implementation phase of the quarterly sign-up and bidding process and in the annual bus operator vacation bidding process as required.
- Reviews existing and proposed run structures in order to improve service, equalize work and reduce costs, and recommends changes to procedures and guidelines.



B. Data Analysis & Reporting

- Performs regular operational analyses to report on key performance indicators (KPIs) and other operational studies. Utilizes business intelligence techniques to analyze data from the District's CAD/AVL, APC, fare collection, and other systems.
- Prepares financial and other impact assessments for proposed transit service and schedule changes, or other policy changes under consideration.
- Organizes and coordinates bus and ferry passenger data collection using APC system, analyze data, and prepare reports on passenger characteristics.
- Monitors and forecasts transit service performance; maintains operating statistics and prepares statistical reports, and recommends operation system changes.

C. Program Support &/or Others:

- Serves as liaison to Golden Gate Bridge, Highway and Transportation District advisory committees.
- Participates in public meetings and hearings; may provide technical information to senior District staff.
- Subject matter expert for Scheduling staff in the preparation of operating schedules and constructing driver runs and rosters using a computerized scheduling program (currently HASTUS).
- Subject matter expert for Bus Division and other District staff in the use of all aspects of HASTUS software including scheduling, daily operations, and employee management.
- Subject matter expert for analysis of changing traffic conditions to determine running time and headway adjustments.
- Conducts field work as appropriate.
- Knows and follows the safety and health rules and safe working practices applicable to the position.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance are required.

Required Knowledge, Skills and Abilities

Knowledge of:

- Transit scheduling best practices and relationship to District policies and Labor Agreement (MOU) Provisions
- Spreadsheets, statistical analysis, business intelligence, and database software (MS Office Suite including Access, advanced Excel, Power BI, plus R or other statistical software)

Skill in or Ability to:

- Planning and research methods
- Perform statistical analysis
- Prepare concise reports and display data graphically
- Communicate professionally and effectively, both orally and in writing



- Work professionally and productively with all encountered in the course of work, including personnel in governmental agencies, local authorities, consultants, the general public, and District staff
- Read, review, and comment on contracts, and software specifications

Minimum Qualifications

Education and/or Experience:

- Bachelor's degree in Information Systems, Mathematics, Natural Sciences, Planning, Public Administration or related field. Additional position-related experience may be substituted in lieu of degree. A written statement detailing experience must be attached.
- Four years of full-time recent position-related experience with advanced responsibility in transportation operations, scheduling or planning, or a closely related field. A Master's degree in an appropriate field shall provide the equivalent of two years of experience.
- Experience with computerized scheduling (Hastus, Trapeze, or similar).
- Proficiency in Microsoft Office (Word and Excel).
- Experience with statistical analysis, business intelligence, and database software (Access, PowerBI, R, and similar).
- Project management experience preferred.
- Exposure to and knowledge of transit dispatching and financial systems 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. Records management may involve repetitive stooping, bending, and reaching motions.