



JOB TITLE:	<b>SCHEDULES ANALYST</b>	DIVISION:	<b>BUS</b>
REPORTS TO:	<b>PRINCIPAL SCHEDULING AND DATA ANALYST</b>	EEO CATEGORY:	<b>02 – PROFESSIONAL</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>REPRESENTED</b>	LOCATION:	<b>SAN RAFAEL</b>

*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 and in concert with other Scheduling Unit staff, 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. This position may be the lead for Unit projects of a limited scope and will contribute to larger projects through analysis, recommendations, and review of proposals. The incumbent will develop a high level of sophistication in the use of the HASTUS scheduling software and develop skills in integrating data from other District business systems

## Essential Responsibilities

### A. Schedules Development

- 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.
- Coordinates bus schedules of bus with schedules of Golden Gate Ferry and other transit agencies.
- Reviews existing run structure in order to improve service, equalize work and reduce costs.
- Develops, evaluates and determines the required resources needed for the implementation of transit service proposals, adjustments and revisions including special projects as assigned.

### B. Operations Integration and Support

- Assists with or leads the quarterly Operators Work Bidding and/or annual Operator Vacation Bidding process.
- Assists with the preparation and issuance of forms and documents of Scheduling Department.
- Assists bus operators with using Hastus and/or other bus data systems
- Evaluates passenger load data to determine vehicle type assignments and service frequency.



- Conducts run time and ridership analysis from data generated by automated vehicle location, automated passenger counting, and other systems.
- Perform auxiliary scheduling tasks to ensure all operational data exported to internal and external stakeholders is accurate and timely.

### C. Program Support &/or Others

- Administers or assists with data collection and processing for the National Transit Database (NTD) report including data review to ensure accuracy and timeliness of data input.
- Works with internal and external stakeholders in the development or modification of service.
- Assists with training traffic checkers and/or other administrative personnel regarding Scheduling Unit activities.
- Conducts field work as assigned.
- 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.
- Performs additional related 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 and develop analytical and mathematical aptitude.
- Develop skill in scheduling and operating data analysis.
- Communicate professionally and effectively both orally and in writing.
- Demonstrate flexibility in handling shifting deadlines and priorities.
- Learn and apply District policies, laws, and regulations that pertain to work.
- 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.



## 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 on a year per year basis in lieu of degree. A statement detailing qualifying experience must be submitted at time of application.
- Two years of full-time recent position-related experience. Experience with a transit agency or similar public agency is preferred.
- Proficiency with Microsoft Office applications (Word and Excel) or equivalents.
- Exposure to 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. Records management may involve repetitive stooping, bending and reaching motions. May occasionally engage in field work including riding buses and physical examination of transit facilities.