



JOB TITLE:	SCHEDULES ANALYST	DIVISION:	BUS
REPORTS TO:	SENIOR OPERATIONS ANALYST	EEO CATEGORY:	02 – PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	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 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.