



JOB TITLE:	SUPERVISING SCHEDULER & DATA ANALYST	DIVISION:	BUS
REPORTS TO:	DIRECTOR OF SCHEDULES & SERVICE DEVELOPMENT	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 direction of the Director of Schedules and Service Development, performs work tasks to support the department’s work program which includes short-range bus service development and scheduling. Work tasks include but are not limited to, supervises Transit Schedulers and Traffic Checkers; works collaborative with the Operations and Schedule Analyst in 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 back up the Director of Schedules and Service Development in all service design and scheduling functions using HASTUS scheduling and other software applications. The position supervisors and assists Scheduling staff in the preparation of the quarterly sign-up, which includes, but not limited to, running time analysis, trip/route scheduling, multi-vehicle scheduling, crew scheduling, and crew rostering using HASTUS scheduling software. In addition, Golden Gate Transit has recently developed a customized Advanced Communication Information System (ACIS) using a suite of INIT products as its principal software application for radio and data monitoring functions.

Essential Responsibilities

- Develops short-range bus service plans including proposals for vehicle and crew schedule revisions or other recommendations for bus transit services utilizing data from HASTUS/Advanced Communication and Information Systems (ACIS)/and other programs; coordinates short-range service planning with other District Departments and other transit agencies.
- Performs regular operational analyses, utilizing data mining techniques to report on key performance indicators (KPIs) and other operational studies.
- Prepares financial and other impact assessments for proposed transit service and schedule changes, or other policy changes under consideration.
- Performs short-range transit supply and demand projections and studies based on available travel data, community surveys, U. S. census data and development reports from cities served by Golden Gate Bridge, Highway and Transportation District.



- Assists with geographical and demographic analysis for District transportation services using geographical information systems software as available.
- May conduct and coordinate bus and ferry passenger surveys, 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
- 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.
- 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.
- Supervises and assists Scheduling staff in the preparation of operating schedules and constructing driver runs using a computerized scheduling program (currently HASTUS).
- Supervises and assists Scheduling staff in the preparation of schedule revisions to meet changing traffic conditions and determines running time and proper headway.
- Supervises and assists Scheduling staff in the preparation of vehicle schedules in accordance with data from ACIS and HASTUS including estimated travel patterns between designated points and equipment availability.
- Reviews existing and proposed run structures in order to improve service, equalize work and reduce costs.
- Supports the Manager of Schedules and Service Development in the implementation of the quarterly sign-up (runbook posting) and in the development of proposed short range transit service revisions.
- 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:

- District policies and Labor Agreement (MOU) Provisions
- Spreadsheets, statistical analysis and database software
- Transportation modeling and/or GIS 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 engineering drawings, contracts, and specifications desirable



Minimum Qualifications

Education and/or Experience:

- Bachelor's degree in Planning 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.
- Supervisory experience preferred
- Advanced proficiency in Microsoft Office (Word and Excel), statistical analysis and database software. Experience using Geographical Information System software desirable.
- Knowledge of computerized scheduling, 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.