



Title: Schedule Analyst I

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to assist with scheduling functions. This is accomplished by collecting, compiling, and analyzing data associated with passenger demographics, automated passenger counts and loads, traffic conditions, schedule adherence, and vehicle running times. Other duties may include providing support for other departments and external customers.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Service Planning: Assists Planning Staff in the creation and modification of new or existing routes. Routes are created or modified based on changes to public demand or changes to the street network that allow or restrict access to new or existing transit generators. Routing decisions based on input by public, city or county requests and or constraints. Operational restrictions of the street network, the size of the fleet and driver forces as well as union contract language must be taken into account to allow for the proper operation of a new route. Must be able to analyze demographic information, ridership data and other statistical information.	10%
2	M	Schedule and Runcut preparation: Assists with the development and maintenance of bus, train and community bus service schedules for new routes and modification or deletion of existing routes based on field research, supervisory contribution, District requirements, ATU collective bargaining agreement requirements, and compliance with city, state, and federal ordinances and laws. Prepares operating schedules for vehicles by defining trips, transfer and intermediate points, and departure and arrival times. Determines appropriate running times and headways for individual schedules. Develops runs for individual operator cafeteria bidding. Creates vehicle blocks in conformance with vehicle quotas in order to optimize the efficiency of the vehicle assignments. Prepares alternative schedules for special events, emergency, and detour route service. Develops runcuts through input and analysis of operational legality in compliance with run type quotas, contractual requirements, District operational requirements, and city, state, and	25%



federal ordinances and laws.			
3	L	Data Collection: Assists with data collection, review, and analysis by conducting route service demographic ridership and schedule adherence studies, modifying services levels after reviewing ride check data, maintaining historical scheduling adherence data. Monitors ridership on school routes by analyzing peak periods, determining if buses are able to handle an overload or deleted if the route is underused. Investigates complaints of buses being tardy or overloaded. Creates stop patterns in stop announcement software, and captures geographical coordinates correlating with present and future bus stops. Maintains headsigns for the bus and CBS fleet.	20%
4	S	Administrative Assistance: Provides administrative support by preparing reports and correspondence, maintaining reports regarding shifts in ridership trends, schedule adherence, service costs, and other related statistical data, responding to questions and complaints, and coordinating with other departments regarding bus stops, operator customer service, vehicle type assignments, routing instructions and other related issues.	30%
5	L	Communication and Coordination: Assists with communication and the distribution of information by creating and copying bid information, creating and disseminating detailed service change information for cafeteria bidding, detours, holidays, and special services, coordinating bus stop installations/modifications/removals with the Facilities department, and providing information to internal/external consultants. Coordinates with schools and determines special schedules and summer school service, and provides transit information to schools as requested.	15%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six (6) months/one (1) year of advanced study or training past the high school equivalency. Accredited community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of one (1) year of experience in a transit related field.
Supervision	Job has no responsibility for the direction or supervision of others.



Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	



KNOWLEDGE
<ul style="list-style-type: none">• Mathematical functions, statistics and statistical analysis.• Proper English and grammar.• Sacramento area streets and the related safety considerations of driving a transit bus• Bus route demographics• Transportation bidding and extra board rotation rules

SKILLS
<ul style="list-style-type: none">• Advanced word processing, spreadsheet, presentation and database software.• Specialized software related to functional area.

ABILITIES
<ul style="list-style-type: none">• Deal with short turnaround time to complete delayed schedule changes.• Deal with difficult people and situations.• Learn agency and departmental operating policies and procedures.• Learn departmental systems and methods.• Learn department-specific tasks and procedures.• Speak clearly and communicate messages to appropriate individuals.• Organize information clearly and precisely.• Think critically and make sound decisions.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Observing work site; observing work duties; communicating with co-workers
Sitting	C	Desk work; meetings; driving
Walking	O	To other departments/offices; around work site
Lifting	O	Files
Carrying	O	Files
Pushing/Pulling	O	File drawers; tables and chairs
Reaching	F	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard
Kneeling	R	Retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	O	From computer to telephone; getting inside vehicle
Climbing	R	Stairs
Balancing	N	
Vision	C	Computer screen; driving
Hearing	F	Communicating via telephone/radio; to co-workers/public
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	F	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Fax machine, vehicle, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.