



Title: Schedule Analyst II

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to perform intermediate and advanced scheduling tasks and to provide administrative support to the Director. This is accomplished by inputting weekly changes, changing bus assignments, monitoring bus service ridership, updating route instructions, coordinating bus service for special events, and conducting run cuts. 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	(L) Light	(M) Medium	(H) Heavy	(V) 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.

#	Code	Essential Functions	% of Time
1	S	Service Planning: With greater autonomy, 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.	15%
2	M	Schedule and Runcut preparation: With greater autonomy, 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	35%



		compliance with run type quotas, contractual requirements, District operational requirements, and city, state, and federal ordinances and laws. Provides coaching and limited supervision to the Schedule Analyst I position.	
3	L	Data Collection: Performs 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.	15%
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	Work requires knowledge of a specific vocational, administrative, or technical nature that 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. 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.
Experience	A minimum of three (3) years of experience in transit scheduling.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal



	employees, interns, or temporary employees.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
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	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. 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">• Federal and state laws and restrictions, as well as collective bargaining agreements.• Sacramento area streets and the related safety considerations of driving a transit bus.• Transit operations and transit scheduling.• Statistical analysis and data management.• Transportation bidding and extra board rotation rules.• Bus route demographics.• Database management.• Complex mathematical functions, statistics and statistical analysis.• Area streets within District jurisdiction.• Proper English and grammar.• The District's bus and light rail systems.• Business and management principles.

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">• Supervise staff work on various projects.• Deal with short turnaround time to complete delayed schedule changes.• Deal with difficult people and situations.• 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	Medium	Heavy	Very Heavy
X				
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	R	Making presentations, observing work site, observing work duties, communicating with co-workers
Sitting	F	Desk work; meetings; driving
Walking	O	To other departments/offices; around work site
Lifting	R	Supplies; equipment; files
Carrying	R	Supplies; equipment; files
Pushing/Pulling	R	File drawers; equipment; tables and chairs
Reaching	O	For supplies; for files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	R	From computer to telephone; getting inside vehicle
Climbing	N	
Balancing	N	
Vision	F	Reading; computer screen; driving; observing work site
Hearing	F	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	O	Communicating via telephone/radio; to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Fax machine, telephone 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:

None.

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	O
Emergency Situation	R
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	R
Noisy/Distracting Environment	R
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.