



Title: Senior Schedule Analyst

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to collect, compile, and analyze ridership, schedule adherence, schedule efficacy, operations, and field data to develop and maintain fixed bus routes and complex bus and train routes and schedules. This is accomplished by building schedules, overseeing projects, collecting data, reviewing and analyzing data, and preparing reports. Other duties include disseminating information to departments.

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 the highest level of 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.	20%
2	M	Schedule and Runcut preparation: With the highest level of 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	40%



		<p>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 federal ordinances and laws. Provides coaching and increased supervision to the Schedule Analyst I and II positions.</p>	
3	L	<p>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.</p>	20%
4	S	<p>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.</p>	5%
5	L	<p>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.</p>	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 a two (2) year associate's degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</p> <p style="text-align: right;">Additional directly related experience beyond the minimum requirement</p>



	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 five (5) years of experience in transit scheduling.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
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 job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
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 limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. 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

- Federal and state transportation laws and restrictions.
- Sacramento area streets and the safety considerations of driving a transit bus.
- Transportation bidding and extra board rotation rules.
- Basic math and statistics.
- English usage, grammar, spelling, and punctuation.
- Scheduling software systems, including abilities and deficiencies.
- Sacramento bus and rail system.
- Management and supervisory principles and methods.

SKILLS

- Advanced word processing, spreadsheet, presentation and database software.
- Specialized software related to functional area.

ABILITIES

- Deal with short turnaround time to complete delayed schedule changes.
- Deal with difficult people and situations.
- Learn bus route demographics.
- Learn District and departmental operating policies and procedures.
- Learn departmental systems and methods, specific tasks and procedures.
- Speak clearly and communicate messages to appropriate individuals.
- Organize information clearly and precisely.
- Manage and supervise staff.



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 Continuously 2/3 or more of the time.	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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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
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)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, file cabinets, copier, car, van, 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	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/A

(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.