



Scheduling Data Administrator

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
372	Exempt	2 - Professionals	AFSCME	8	10-27-10	10-046	1 of 2

DEFINITION: Under general supervision; serves as the technical administrator and advanced user of the HASTUS computer assisted scheduling system for the Traffic and Schedules unit of the Service Development department.

REPORTS TO: The Transit Schedules Manager, or designee.

REPRESENTATIVE FUNCTIONS may include, but are not limited to:

- Serves as the Scheduling unit's primary technical administrator, and coordinates with appropriate Information Services (IS) staff to ensure seamless transmission of scheduling data to and from the various IS systems.
- Monitors, maintains, and reports data using the advanced functions of the Hastus scheduling software.
- Designs data solutions, and generates data files to provide HASTUS data to downstream computer systems and other District departments and stakeholders.
- Designs data queries using the HASTUS desktop, structured query language (SQL), and the HASTUS OIG/d programming language. Develops applications and uses software functions in the scheduling system to analyze and recommend changes for scheduling procedures and/or distribution of scheduling reports, both in hard copy and electronic media.
- Serves as the Scheduling Department's desktop computer administrator in coordination with the HASTUS IS Project Manager.
- Collects, prepares and analyzes on-time performance, ridership, and other data in support of the National Transit Database reporting requirements; including the timely delivery of monthly, quarterly, and annual deliverables.
- Confers with staff of the Traffic & Schedules unit, Service Development department, and Operations to track quarterly route, stop, and system improvements for the preparation of accurate data in support of the quarterly sign-up; as well as other technology systems using scheduling data.
- Reports, monitors, and documents HASTUS system functions and customizations; and resolves data errors identified by systems using HASTUS scheduling data, and supports system testing.
- Performs related duties as required.



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MINIMUM QUALIFICATIONS:

Knowledge Of: Current HASTUS scheduling software and HASTUS OIG functions; computer interface design including SQL, HASTUS XML, and advanced coding functions; principles of transit scheduling, transportation planning and capital funding; principles and practices of data collection, analysis, and presentation; report writing; business English usage; standard funding program data reporting requirements; basic budgeting and statistics; measures of transit effectiveness used to assess route performance; applicable federal, state and local laws governing transit operations; research methods and survey techniques; and current computer software programs for geographic information systems (GIS), such as ArcView and/or Map-Info, as well as spreadsheets, databases, statistics, word processing, and presentation at an intermediate level of proficiency.

Ability To: Perform the advanced functions required by the current HASTUS scheduling software; quickly learn and effectively use new software applications when adopted by the District; troubleshoot and recommend solutions to data related issues, including system interfaces to the HASTUS scheduling software application; manage multiple priorities to ensure HASTUS data accuracy within the quarterly sign-up time line; prepare and deliver oral and written reports and technical presentations with recommendations for schedule changes and other immediate, short, and long-range service delivery enhancements; design, implement, and manage schedule related changes; conduct cost/benefit, impact, and other related technical analyses; meet deadlines; communicate in a clear, concise, persuasive, and tactful manner to a wide variety of audiences both orally and in writing; effectively advocate and promote the use of public transit; keep abreast of current trends in the field; and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

Education/Training: Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in Transportation, City, or Regional Planning; Urban Studies; Geography; Geographic Information Systems (GIS), Public Administration; computer programming, or a related field.

Experience: Four (4) years of increasingly responsible experience in Transportation Planning or systems/scheduling analysis in a large urban public transportation system, including at least two (2) years in a professional capacity working with HASTUS, CAD/AVL, raw data files, GIS software, and GIS based scheduling applications.

Desired Qualifications: Extensive experience using large and complex data sets; analyzing solutions to ensure data integrity and quality; demonstrated ability with SPSS statistical software; experience supervising subordinate staff and/or consultants; and excellent verbal and written communication skills.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to conduct field studies.