



Senior Schedule Analyst

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
325	Non-Exempt	3 - Technicians	ATU	Clerical - 17	REV 4-10	NA	1 of 2

DEFINITION: Under general supervision, prepares the operating schedules of the District’s public transportation vehicles and operator assignments.

REPORTS TO: The Traffic and Schedules Manager (assigned Transportation Planning Manager), or designee.

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- Analyzes data illustrating passenger riding habits, traffic conditions, vehicle running time, union contract provisions, and other circumstances affecting the operation of public transportation vehicles.
- Prepares runs from the basic schedule consistent with union contract provisions (run cutting).
- Prepares operating schedules for the District’s public transportation vehicles by defining trips made, connection or transfer points, departure, intermediate points, and arrival times, and develops the runs for individual operators and vehicles.
- Performs ride checks on board transit revenue vehicles using a Personal Data Assistant (PDA); tabulates the number of passengers boarding and alighting, records estimated times of arrival and departure at scheduled stops, and bus stop pass-bys.
- Accesses fare-box at the beginning and end of ride checks to retrieve fare information; establishes revenue points and confirms the match between end fare revenue amounts and observed ridership counts.
- Estimates and records approximate bus speed by observing vehicle movement through traffic, and submits data for scheduling modifications.
- Performs Point Checks, and checks on-time performance by counting and recording bus arrival and departure times at pre-specified time points.
- Reports delays due to weather, traffic, road conditions, wheelchair boardings, and other occurrences; and logs explanations for schedule setbacks.
- Reports equipment failures, such as malfunctioning headsights, wheelchair lifts, fare boxes, and transfer machines; to indicate sources of schedule delay, and to inform the Transportation department.
- Analyzes passenger check data and determines number of trips necessary to carry passenger loads as per the established load factor.
- Evaluates passenger complaints.
- Prepares schedule changes to meet changing traffic conditions.
- Determines running time and proper headway.
- Provides work direction to Schedule Analysts when requested by the Traffic & Schedules Manager.
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This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is not intended to reflect all duties performed within the job.	Est 1/90. This revision 4/10	Approved by Mary King, Interim General Manager	Date
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- Distributes District surveys to transit users; and interviews passengers regarding origin and destination points to provide data for proposed routes or schedule revision.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: the principals of service and scheduling changes; operational checks and computerized scheduling systems; bus scheduling and run-cutting processes; procedures for the development and coordination of complex public transit schedules

Ability To: Evaluate and review present service; quickly learn and effectively use the District's computerized scheduling systems; exercise initiative and independent judgment within standardized procedures; work effectively in a team setting; speak and write in English clearly and effectively; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

Education: Equivalent to completion of the 12th grade, plus coursework or seminar/workshop in Basic Transportation Scheduling.

Experience: Two (2) years of recent and verifiable public transportation bus route scheduling experience in a position comparable to Schedule Analyst, where the duties included computation of miles per hour (mph), realistic running times, preparing routes and schedules, and the operation of a computerized bus scheduling system.

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 on-board checks and field studies in outdoor settings under all seasonal weather conditions.

Special Requirements: None.

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