



**POSITION:**           **OPERATIONS & SCHEDULES ANALYST**  
**Bus Division (PS101443)**  
(Position is located at the Bus Transit Division in San Rafael)

**SALARY RANGE:** **\$102,252.80 - \$123,593.60**  
40 hour work week  
(Employee pays 7% of salary/wage toward CalPERS retirement plan)

**OPENINGS:**       **1 and to Create an Eligibility List**

**OPEN TO:**       **All Qualified Candidates**

**DATE POSTED:**   **September 15, 2019**

**CLOSING DATE:**   **Open Until Filled**  
**First Review Date of Applications: Monday, December 2, 2019**

**POSITION SUMMARY:**

Under direction of the Director of Schedules and Service Development, the Operations and Schedules Analyst will be an integral part of a team which develops, schedules, analyzes and monitors transit service for local and commute-based routes. The position regularly monitors and communicates transit operating performance measurements in all areas of the Bus Transit Division; researches, compiles, and uses data available and necessary to prepare statistical reports and develop recommendations regarding bus transit operations and services; assists with scheduling-related analyses, staffing, crew scheduling, and crew rostering using HASTUS software; researches and interprets applicable local, state, and federal laws in addition to having a detailed, hands-on knowledge of applicable Memoranda of Understanding (MOU); manage special projects impacting Bus operations, scheduling and service development.

**MINIMUM QUALIFICATIONS:**

**Education and/or Experience:** A bachelor's degree in Business Administration, or related field.

- Competency in computer applications
- Two years of recent position-related experience in Transit Scheduling and/or Bus Transit operations, including one year of supervisory and project management experience desired
- Knowledge of scheduling, staffing, and on-time performance software applications related to a public transportation operation is preferred. Golden Gate Transit uses HASTUS for scheduling, INIT for on-time performance and real-time tracking data, as well as other components of a suite of transit applications internally called ACIS (Advanced Communication and Information Systems), and a customized internal Financial/Human Resources/Payroll system (IFAS)
- Knowledge of dispatch functions and staffing assignments preferred

**MINIMUM QUALIFICATIONS (Continued):**

**License(s):**

- Must possess and maintain a current, valid California driver's license and satisfactory driving record; position occasionally travels to other District offices and to meetings using District vehicles.

**Physical Requirements:**

- Approximately 80% of time is spent using computer.
- Lift up to 20 pounds.

**ESSENTIAL RESPONSIBILITIES:**

- Performs regular operational analyses, utilizing data mining techniques to report on key performance indicators (KPIs) and other operational studies for all aspects of the Bus Transit Division.
- Monitors and forecasts transit service performance, maintains operating statistics, prepares statistical reports, and recommends operational system changes.
- Analyzes and interprets data affecting the operation of public transportation vehicles.
- Provides technical support to the Dispatch, Maintenance, and other Bus Division departments on issues that may impact Bus Operations, scheduling and service development.
- Develops reports in IFAS and HASTUS providing financial analysis of payroll and bus operations as required.
- Oversees the quarterly run bidding of Bus Operators.
- Performs regular internal audits of work performed by Dispatch (HASTUS) and Payroll and provides management with results of audits to establish better workflow and cost effectiveness.
- Oversees database management organization within the Bus Division and assists with upgrades of IFAS, HASTUS, and other computer systems.
- Evaluates and reviews existing operations procedures for the Bus Division and provides cost effective analyses.
- Becomes familiar with transit scheduling procedures and practices to support scheduling functions and staff.
- Performs short-range transit supply and demand projections and studies based on available travel data, community surveys, U. S. census data and development reports from cities served by Golden Gate Bridge, Highway and Transportation District.
- Assists with geographical and demographic analysis for District transportation services using Geographical Information Systems (GIS) software as available.
- Conducts field work as needed.
- Follows established safe work practices and obeys all safety rules
- Other duties as assigned.
- Regular and reliable attendance and performance are required.

**REQUIRED KNOWLEDGE, SKILLS and ABILITIES:**

**Knowledge of:** Strong computer experience including spreadsheets, statistical analysis, and database software; experience with transportation modeling and/or GIS software desirable. Must have excellent database and spreadsheet experience. Thorough knowledge of transportation operations and collective bargaining agreements. Working knowledge of labor and human relations and modern principles of supervision and general administration.

**REQUIRED KNOWLEDGE, SKILLS and ABILITIES (Continued):**

**Skills or Ability to:** Perform statistical analyses, prepare concise reports and display data appropriately given the primary audience, communicate professionally and effectively, both orally and in writing, work effectively and professionally with others in a team environment, independently carry out a wide array of projects.

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**APPLICATION PROCEDURE:**

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW  
MAY RESULT IN REJECTION OF YOUR APPLICATION**

**TO APPLY:** [www.goldengate.org/jobs](http://www.goldengate.org/jobs)

**Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.**

**The District's Human Resources Kiosk is available for filling out and submitting your online application and employment documents. The HR kiosk is located at the San Rafael Office. For directions and general information, visit our website [www.goldengate.org](http://www.goldengate.org).**

*All notices related to District recruitments for which you apply will be sent via email. Please ensure the email address you provide on your application is correct, and add '@goldengate.org' as an accepted address to any email blocking or spam filtering program you may use to ensure receipt of notification from the District regarding your recruitment application. The District is not responsible for notices that are not read, received, or accessed by any applicant for any District recruitment.*

**THE FOLLOWING DOCUMENTS MUST BE SUBMITTED AT TIME OF APPLICATION:**

1. GGBHT Online Employment Application
2. Resume (**Scan and attach as PDF to your online application**)
3. Cover letter demonstrating applicable work experience (**Scan and attach as PDF to your online application**)

**THE SELECTION PROCESS FOR THIS POSITION WILL INCLUDE:**

- Assessment of education, training and experience
- Oral Panel Interview
- Department interview for final candidates
- Background, Employment and Security Investigation

*\* The District will only invite those candidates whose qualifications **MOST CLOSELY MATCH** the position requirements to continue in the selection process.*

**AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the Golden Gate Bridge Highway and Transportation District to take all personnel actions on the basis of merit and other job-related factors, without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability: physical or mental, age (40 and older), genetic information, marital status, sexual orientation and identity, medical condition, political affiliation or military status.

**Applicants with Disabilities:** The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. If you have special needs, please call (415) 257-4535 (Human Resources).

Revised 02/15/2019

11/15/2019 AD

**Human Resources Department  
GGBHTD  
1011 Andersen Drive  
San Rafael, CA 94901-5318**