



POSITION: SCHEDULES ANALYST (PS101369)

SALARY RANGE: \$78,020.80 - \$94,307.20

40 hour work week

(Employee pays 7% of salary/wage toward CalPERS retirement plan)

CLOSING DATE: Open Until Filled – First review date April 25, 2019

OPENINGS: One (1) and to Create an Eligibility List

OPEN TO: All Qualified Candidates

POSITION DESCRIPTION

Under general supervision, this position is responsible for compiling and analyzing a wide variety of ridership, scheduling, operations and field data to develop and maintain efficient fixed transit routes and complex schedules.

EDUCATION/EXPERIENCE REQUIREMENTS:

Education and Experience Equivalent to:

- Bachelor's degree in Information Systems, Mathematics, Planning, Public Administration or equivalent education. Additional position related experience may be substituted on a year per year basis in lieu of degree. A statement detailing qualifying experience must be submitted at time of application.
- A minimum of two years recent scheduling experience. Experience with a public transit agency is preferred.
- A minimum of two years of advanced computer experience. Experience with HASTUS or other computerized scheduling system is preferred.

LICENSE(S):

- Must possess and maintain a current, valid California driver's license and satisfactory driving record.

ESSENTIAL RESPONSIBILITIES:

- Prepares vehicle schedules, crew schedules and constructs driver runs using a computerized scheduling program (currently HASTUS) in compliance with the union contract, state and federal law.
- Prepares schedules in accordance with running time patterns between designated points and the availability of equipment.
- Schedules service for transfer opportunities at designated locations. Schedules transit services in accordance to passenger loads, planned service levels and span of service.

ESSENTIAL RESPONSIBILITIES (continued):

- Evaluates passenger load data to determine vehicle type assignments and service frequency.
- Reviews existing run structure in order to improve service, equalize work and reduce costs.
- Conducts run time and ridership analysis from data generated by automated vehicle location and passenger counting systems.
- Administer or assist with data collection for the National Transit Database (NTD) report including data review to ensure accuracy and timeliness of data input.
- Develops, evaluates and determines the required resources needed for the implementation of transit service proposals, adjustments and revisions including special projects as assigned.
- Recommends operational system changes and estimates cost of proposed service revisions.
- Perform auxiliary scheduling tasks to ensure all operational data exported to internal and external stakeholders is accurate and timely.
- Works with internal and external stakeholders in the development or modification of service.
- Assist with the quarterly Operators Bidding process.
- Coordinates schedules of bus, ferry and outside transit agencies.
- Assists with the preparation and issuance of forms and documents of Scheduling Department.
- Assists with training traffic checkers and assist other administrative personnel regarding scheduling operations.
- Assist in conducting field surveys to obtain passenger riding patterns, schedule accuracy and traffic conditions and compiles the results of various checks.
- Evaluates and responds to complaints and suggestions from internal and external stakeholders.
- Knows and follows the safety and health rules and safe working practices applicable to the position.
- Represent department or District at internal and/or external meetings regarding service related issues.
- Regular and reliable attendance and performance are required.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Microsoft Office suite application skills including Word, Excel, and Outlook.
- Transit scheduling and operational practices preferred.
- District Policies and Labor Agreement (MOU) Provisions.

Ability to:

- Demonstrate strong analytical and mathematical aptitude.
- Effectively communicate and use of diplomacy in carrying out all duties.
- Work with and manage large data sets; analyze operational data, recommend and evaluate the impact of scheduling changes.
- Demonstrate flexibility in handling shifting deadlines and priorities.
- Establish and maintain cooperative and effective working relationships.
- Demonstrate attention to detail, accurately proof read and audit data and documents.
- Learn and apply District policies, laws, and regulations that pertain to work.

PHYSICAL REQUIREMENTS:

- Mobility to work in a typical office setting
 - Routine use of computer, telephone and other office equipment
 - May require extensive periods performing work on a computer.
 - May lift up to 20 pounds (to box and lift files for storage).
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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

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.

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**)
4. Applicants who do not possess a degree; **MUST** attach a statement supporting recent qualifying experience.

THE SELECTION PROCESS FOR THIS POSITION WILL INCLUDE:

- 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

4/10/2019 AD

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