

Regional Transit Job Announcement

www.sacrt.com

2810 O Street, Sacramento CA 95816 (916) 556-0298

Schedule Analyst II

Internal/External

Salary Range: \$64,704 - \$90,552 annually
(Plus Excellent Benefits)

Posting Date: January 10, 2019 (Thu)
Filing Deadline: January 24, 2019 (Thu)

SUPPLEMENTAL QUESTIONNAIRE IS REQUIRED AT THE TIME OF APPLICATION

BRIEF DESCRIPTION

The purpose of this position is to perform intermediate and advanced scheduling tasks and to provide administrative support to the Director. This is accomplished by inputting weekly changes, changing bus assignments, monitoring bus service ridership, updating route instructions, coordinating bus service for special events, and conducting run cuts. Other duties may include providing support for other departments and external customers.

ESSENTIAL FUNCTIONS

-) Assists Planning Staff in the creation and modification of new or existing routes. 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.
-) 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 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.
-) 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.
-) 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.

MINIMUM QUALIFICATIONS

Education: Six (6) months/one (1) year of advanced study or training past the high school equivalency. Accredited community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. Additional directly related experience beyond the minimum requirement 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 three (3) years of experience in transit scheduling.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire, and proof of education, as outlined above, are required for this position. Applications, job announcements, and copies of the complete job description are available at 2810 O Street, Sacramento, CA 95816, or through our website at www.sacrt.com.

Completed employment application, supplemental questionnaire, and proof of education, as outlined above, must be submitted to the Human Resources Department not later than Thursday, January 24, 2019 at 5:00 p.m. RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. RT will not process incomplete applications. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

RT is an Equal Opportunity Employer. EOE - Minorities/Women/Disabled/Veterans.
(Supplemental Questionnaire on Reverse Side)

Sacramento Regional Transit District Supplemental Questionnaire

Schedule Analyst II

Final Filing Date: Thursday, January 24, 2019

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application by 5:00 p.m. on the final filing date. **Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.**

Please answer the following questions. Attach answers on a separate sheet of paper and number each item accordingly.

1. Please describe your work experience with any of the below listed scheduling functions. In your response, include the employer and number of years/months you performed the function.
 -) Public transportation
 -) Professional drivers
 -) Delivery routes
 -) Other industry where work shifts are created
2. Please describe your work experience performing data analysis, specifically numerical data such as on-time performance data and/or ridership data. In your response, include the employer and number of years/months you performed the function.
3. Please rate your level of experience with the following software applications. Also, on a separate sheet of paper, please describe, or attach examples of, the types of documents, correspondence, and/or reports you have created that would support your rating.

- No experience 1**
- Beginning-level experience 2**
- Intermediate-level experience 3**
- Advance-level experience 4**

<u>Program</u>	<u>Experience Level (#)</u>	<u>Employer Where Used</u>
MS Word	_____	_____
MS Excel	_____	_____
MS Access	_____	_____
Trapeze	_____	_____