



San Joaquin Regional Transit District
421 E. Weber Avenue
Stockton, CA 95202
(209) 943-1111

**SAN JOAQUIN REGIONAL TRANSIT DISTRICT
EMPLOYMENT OPPORTUNITY**

**TRANSIT PLANNER ANALYST or SPECIALIST or SENIOR SPECIALIST
Depending on qualifications (DOQ)**

Minimum Salary Ranges start at \$47,437 (Analyst); \$54,901 (Specialist); \$63,503 (Senior Specialist)

Open Recruitment

Closing Date: until filled

JOB SUMMARY:

Under general direction, performs or assists in performing professional transit planning work in support of San Joaquin Regional Transit District (RTD), ranging in difficulty from routine to complex; conducts field studies and investigations; conducts public hearings and represents RTD in meetings with other governmental agencies and in public forums on service planning issues; and performs related duties as assigned.

EXAMPLES OF DUTIES:

An incumbent in any class is expected to coordinate research studies and planning analyses with RTD management and staff of other departments to ensure recommended routes, services, and schedules result in faster service, better connections, and effective links to inter-modal service and can be supported agency-wide in an optimal fashion. Perform public outreach to different stakeholders and general public.

- Performs or assists in performing routine to moderately difficult research studies and prepares reports and recommendations on a wide variety of transit issues, including bus routes, schedule times, route transfer points, bus stop locations, bus shelter and bench locations, route modifications, route timetables, and schedule enhancements; designs and develops bus schedules, route folders, bus stop signs, verbal bus announcements, on-board bus information signs, and destination signs; develops route maps; times potential routes for review with Transportation department staff.
- Proposes modifications to existing services including route design, service frequencies, and vehicle assignment requirements; advises manager and coordinates with other departments on service related issues.
- Conducts field studies and investigations to evaluate ridership, traffic movement, and other issues applicable to the evaluation of routes, schedules, and route coverage issues; assists in or performs performance analyses, including on-time performance, ridership, and other operational metrics; prepares a variety of written reports, commentaries, and correspondence applicable to assigned studies and analyses.
- Collects, maintains, updates, and analyzes demographic, ridership, traffic movement, route timing, operations, and other data required for planning, scheduling and system performance assessment functions.
- Prepares maps, graphs, charts, and other visual aids to illustrate the results of analyses and studies; prepares multi-media presentations for use in making civic, educational, and regional planning presentations on transit issues.
- Conducts difficult to complex studies to identify service and operational deficiencies and evaluate service coverage issues; assesses route and service additions and modifications to address identified needs and presents recommendations to management; assists or participates in the development of transit planning policies and procedures.

- Answers questions and provides information to a wide variety of stakeholders in person, by telephone, and in writing; provides information to other transit agencies and governmental oversight groups regarding service linkages and connections.
- Assists in or conducts public hearings and assists in or plays a key role in required processes to identify and plan for responses to unmet transit needs; assists in or plays a key role in the drafting of updates to RTD's Long- and Short-Range Transit Plans, the Transportation Improvement Programs, and other related plans and programs.
- Represents RTD on technical advisory and planning committees; represents RTD in public hearings and meetings in a variety of public forums.

DISTINGUISHING CHARACTERISTICS:

Analyst: Graduation from an accredited two-year or four-year college or university with major coursework in urban planning, transportation planning, or a closely related field; and planning experience; or an equivalent combination of training and experience. Experience in a public transit agency or governmental setting is preferred.

Specialist: Graduation from an accredited four-year college or university with major coursework in in urban planning, transportation planning, or a closely related field; and three to five years of progressively responsible urban or transportation planning experience, at least two of which were at the level of Planning Analyst; or an equivalent combination of training and experience. Experience in a public transit agency or governmental setting is preferred.

Senior Specialist: Graduation from an accredited four-year college or university with major coursework in in urban planning, transportation planning, or a closely related field; and five to seven years of progressively responsible urban or transportation planning experience, at least two of which were at the level of Planning Specialist; or an equivalent combination of training and experience. Experience in a public transit agency or governmental setting is preferred.

Successful candidates may be hired at either the Analyst, Specialist, or Senior Specialist level depending on experience/qualifications.

EMPLOYMENT STANDARDS:

Graduation from an accredited four-year college or university. Major coursework in urban planning, transportation planning preferred, but not required. Experience in a public transit agency or governmental setting is preferred, but not required.

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.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license

KNOWLEDGE:

- Theory, principles, practices, procedures, and information sources of urban and transportation planning.
- Methods and procedures used in the development and analysis of planning information.
- Economic, environmental and/or social concepts applicable to the transportation planning process.
- Local, state, and federal law and regulations governing the provision of public transit services.
- Community trends and market analysis techniques.

- Statistical analyses techniques and formulae relevant to the planning process.
- Methods and techniques of developing, coordinating, and implementing public involvement and outreach processes on complex and/or politically sensitive transit issues.
- Principles and practices of sound business communication.

ABILITY TO:

- Perform difficult and complex technical research and analysis of planning issues or problems, evaluate alternatives, and recommend or adopt effective courses of action.
- Understand, interpret, explain, and apply local, regional, state and federal law, regulations, policies, procedures and standards, and planning principles and practices to specialized and diverse planning processes.
- Present ideas and requirements clearly and persuasively, orally and in writing, to diverse, internal and external technical and non-technical audiences.
- Interpret and present maps, graphs, statistical data, and visual displays clearly and effectively to a variety of audiences.
- Instruct others in work procedures and practices.
- Analyze complex confidential problems, evaluate alternatives and make sound, appropriate recommendations.
- Interpret RTD personnel policies and procedures and applicable local, state, and federal legislation.
- Operate a computer using word processing and other business software.
- Organize and maintain office and specialized confidential files and records.
- Communicate clearly and effectively, orally and in writing.
- Understand and follow oral and written instructions.
- Prepare clear, concise, and comprehensive correspondence, technical documents, reports, studies, and other written materials.
- Exercise sound, expert independent judgment within general policy guidelines.
- Exercise tact, discretion, and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations.
- Establish and maintain effective customer-focused working relationships with all levels of RTD management, employees, employee organizations and their representatives, other governmental officials, community groups, and the public.

Reasonable accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described below must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Physical Demands:**

While performing the duties of this class, an employee is regularly required to sit, talk and hear, in person and by telephone, use hands repetitively to operate standard office equipment, and reach with hands and arms. The employee is frequently required to stand, walk, and lift up to ten pounds. Specific vision abilities required by this class include close vision and the ability to adjust focus. **Mental Demands:** While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve complex problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with all levels of RTD management, staff, employees, representatives of employee organizations, applicants, governmental officials, and the public.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this class, the employee works under typical office conditions and the noise level is moderately quiet.

The District offers a competitive employee benefit program that includes:

INSURANCE: RTD provides comprehensive health and dental insurance package for all full-time employees and their dependents. RTD also provides \$20,000 life insurance for all full-time employees.

SICK LEAVE: 12 days per year for all full-time employees.

VACATION: Two (2) weeks to six (6) weeks depending on length of service for full-time employees.

RETIREMENT: RTD participates in a 401(a) retirement plan requiring a 10% employee contribution, with a 10% match from RTD.

EMPLOYMENT PROCESS: Applicants must complete and submit an official application form. The standards as stated on the front of the job announcement represent only the minimum required to fill an application. Resumes will be accepted, but may not be substituted for the required application form. Meeting the listed standards does not guarantee that a candidate will be invited for an interview as the Human Resources Department reserves the right to limit the number of candidates to the most qualified for the vacancy. The selection process for this position may include a written assessment.

NOTE: All statements made on the application are subject to verification and investigation. False statements will be cause for disqualification, removal from the eligible list or termination of employment.

SUBSTANCE ABUSE TESTING: Substance abuse tests paid by the Transit District are required of each prospective employee. Candidates are cautioned that offers of employment are conditional and subject to the satisfactory completion of the substance abuse tests.

San Joaquin Regional Transit District is an Equal Opportunity/Affirmative Action employer. Female, minority, and disabled individuals are encouraged to apply. Applicants will be considered without regard to race, color, creed, national origin, religion, sex, sexual preference, marital status, age, medical condition or disability.

Employment is conditional on successfully passing drug and alcohol tests, reference checks, and a background investigation.

TO SUBMIT AN APPLICATION: Visit our jobs page online at <http://sanjoaquinrtd.com/careers/>

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