TRANSIT SCHEDULER

DEFINITION

Under supervision, analyzes and prepares complex regular and special transit operation schedules and related functions to ensure the development and implementation of efficient and cost-effective bus schedules and run cutting, which is the process of organizing all scheduled trips operated by a transit system into assignments of operating personnel and vehicles.

SUPERVISION RECEIVED/EXERCISED

This classification receives supervision from the Division Manager or designee. This class does not exercise supervision.

DISTINGUISHING CHARACTERISTICS

A Transit Scheduler is responsible for the design, planning, and scheduling of fixed-route bus service and related functions. An incumbent uses statistical data and research to evaluate the efficiency and effectiveness of service, recommend modifications to service, driver runs, or assignments to improve service quality, and develops and analyzes service alternatives.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
May include, but not limited to, the following:

Coordinates, updates, and maintains scheduling data including route structures, bus stops, non-revenue time, minimum layover times, work rules, parameters, and other key elements of the transit scheduling process.

Reviews and evaluates bus service in response to public requests, stakeholder feedback, or as identified in route performance statistics.

Designs and develops new service or modifications to existing service as requested by various groups, indicated by the analysis of collected data.

Evaluates service productivity and works with planning staff to develop new running times and adjust schedules to respond to ridership trends.

Oversees the development and maintenance of fixed route schedules, the production of timetables and driver schedules, and the collection and analysis of performance data, including on-time data, and passenger counts.

Keeps accurate records of route and run adjustments including documenting reasons for adjustments.

Documents scheduling and run cutting procedures and prepares Standard Operating Procedures when appropriate.

Analyzes industry data, statistical reports, passenger counts, consumer complaints and information from citizen groups to achieve more efficient and economic passenger service through efficient and effective scheduling.

Represents division on various committees as required.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Safety awareness and procedures in an effort to reduce or eliminate accidents.

Scheduling guidelines for compliance with agency policies and practices and with all related provisions of the Memorandum of Understanding (MOU).

Software systems such as Trapeze, HATUS/GIRO, automatic vehicle locator (AVL), and automatic passenger county (APC) data.

Skill to:

Operate office equipment, including a computer and a variety of word processing and software applications.

Operate a motor vehicle safely.

Ability to:

Understand, interpret, and apply rules, policies, and procedures.

Communicate effectively, orally, and in writing.

Collect data, perform accurate data entry; and prepare reports and presentations.

Prepare schedule related files and tables.

Interpret and edit written materials.

Follow oral and written instructions.

> Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

MINIMUM QUALIFICATIONS

Completion of sixty (60) units from an accredited college or university;

AND

Two (2) years full-time experience in scheduling, service planning, or routing within transportation, transit, or commercial environment.

Additional qualifying years of experience may be substituted for the required education.

Special Requirement(s):

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: *Signature on File*　　　　　　　　　　　　　　 DATE: 04/6/2017
　　　　　　　Director of Personnel Services

New class effective: 11/17/16
Revised: TJM:scm: 03/17/17