

TRANSIT SCHEDULER TECHNICIAN

DEFINITION

Under general supervision, the Transit Scheduler Technician supports the research, data gathering, analysis and preparation of regular and special transit operation schedules and related functions to assist the Transit Scheduler in developing and implementing efficient and cost-effective bus schedules and run cutting, which organizes 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

The Transit Scheduler Technician provides essential support in compiling data and completing research for planning studies, system restructuring, new service type studies, and feasibility analyses. The incumbent aids in aligning services and projects with agency, local, regional, state, and federal objectives, focusing on outreach, coordination, research, analysis, and similar functions.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Assist in coordinating and maintaining scheduling data, including route structures, bus stops, non-revenue time, minimum layover times, work rules, parameters, and other elements of the transit scheduling process.

Gather public requests and stakeholder feedback for evaluating bus service, compiling data used in route performance statistics.

Aid in designing new service or modifications to existing service based on collected data analysis.

Assist in compiling data to evaluate service productivity, assisting planning staff and the Transit Scheduler in developing new running times and adjusted schedules to respond to ridership trends including exporting data from scheduling software systems and interfacing with other systems .

Assist in data management of fixed route schedules, production of timetables and driver schedules, and collection of performance data, including on-time data and passenger counts.

Contribute to the development of Standard Operating Procedures.

Support the analysis and preparation of 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.

Provide assistance for planning studies, new service type studies, and feasibility analyses, aligning services and projects with agency, local, regional, state, and federal objectives through outreach, logistics coordination, research, analysis, and similar functions.

Perform 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). Data collection and research techniques.

Principles and practices of effective customer service.

Current trends and issues affecting transportation and the community.

Skill/Ability to:

Learn, understand, interpret, and apply rules, policies, and procedures.

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

Communicate effectively, orally, and in writing.

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

Prepare schedule related files and tables.

Follow oral and written instructions.

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

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely. (When appropriate)

MINIMUM QUALIFICATIONS

Option 1:

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

AND

One (1) year of experience in scheduling, service planning, data management, or routing within logistics, transportation, transit, transit operations or operating within a transit/transportation environment.

Additional qualifying experience may be substituted for the required education on a year for year basis where (30) semester units from an accredited college or university equate to one (1) year of experience.

Option 2:

Possession of a bachelor's degree from an accredited college or university in logistics, planning, project management, computer science or a closely related field.

Special Requirement(s):

Possession and continued maintenance of a valid California driver's license may be required at time of appointment.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 1/6/2026

NEW: SM:vd 12/22/2025