



Job Title	Transit Scheduler	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	5	Job Code	13400

Class Specification – Transit Scheduler

Summary Statement:	
The purpose of this position is to ensure optimal operation of the Transit Services fixed-route bus system by collecting, entering, and analyzing data from transit-specific equipment and software programs to implement adjustments to apply continuous improvement of the transit system.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
35%	Collects and organizes operational and ridership data daily from multiple sources such as transit-specific equipment and software programs including GFI fare boxes, automatic passenger counters, and automatic vehicle location systems. Updates and maintains Trapeze modules and GFI data reports. . Analyzes data daily to identify problems; and corrects data and sources issue as needed for accurate reporting. Provides operational data and reports monthly and upon request. Provides ridership data by stop upon request (using GFI, APC, random sample checks).
30%	Analyzes operational patterns, including on-time performance to identify routes or segments that are not meeting set standards. Makes recommendations for service changes.
15%	Ensures low-cost run cuts for the contractor’s regular driver signup periods including creating and updating Trapeze data for scheduled service changes and as otherwise operationally necessary. Assists multiple work groups to coordinate and support the implementation of scheduled service changes.
10%	Assists in evaluating bus stops as needed for safety, efficacy, amenities, or site conditions. Assists in updating and maintaining Trapeze software modules for bus stops and amenities.
10%	Provides random-survey trips and schedules for supplemental National Transit Database reporting and APC sampling. Checks sample results, compiles data, and approves contractor invoicing. Ensures ridership data collected meets the National Transit Database survey and reporting requirements.



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<p>Competencies Required:</p> <p>Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.</p> <p>Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p> <p>Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p> <p>Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p>

<p>Technical Skills Required:</p> <p>Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.</p>

<p>Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.</p> <p>Education: Equivalent to the completion of the twelfth grade (high school diploma or GED).</p> <p>Experience: One year of full-time experience in public transportation planning, transit programs, or a related field.</p>

<p>Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.</p> <p>Certifications required in accordance with standards established by departmental policy.</p>	
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Supervision Exercised:

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Daily
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Occasionally

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, maps, hand tools, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, Trapeze operating system, and GIS software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2014