



Assistant Schedule Analyst

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
470	Non-Exempt	3 - Technicians	ATU	11 - Clerical	REV: 2-06	NA	1 of 1

DEFINITION: Under close supervision, provides assistance to Schedule Analysts and/or Senior Schedule Analysts in day-to-day scheduling related functions, including data collection and statistical reporting.

REPORTS TO: The assigned Transportation Planning Manager (Traffic and Schedules unit Manager), or designee.

ESSENTIAL FUNCTIONS: may include, but are not limited to the following:

- Prepares, or assists in the preparation, processing, and evaluation of preliminary operating schedules, bus assignments (blocking), and driver work assignments (runs).
- Extracts and prepares schedule charts from operating schedule tables, such as individual operator schedules (paddles), synopses of runs, and public timetables.
- Calculates vehicle hours, distances and operating speeds; and determines appropriate running times and proper headways.
- Analyzes daily runs to ensure consistency with union contract provisions, and reviews runs to produce legal weekly driver work assignments (rosters).
- Produces and edits scheduling data files and tables for the production of public timetables.
- Compiles and distributes data collection assignments and material for Traffic Checkers and Bus Operators.
- Collects, analyzes, and reports specialized ridership surveys and checks, such as the Sec.15, On-Time Performance, Driver Checks, as well as general passenger and service related data collection and analysis. Generates or prepares statistical reports, as required.
- Prepares various reports for distribution, including headway, synopses of runs, rungraphs, paddles, and driving instructions.
- Evaluates and responds to passenger and driver issues and complaints.
- May prepare and/or modify minor operating schedules.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: The basic functions of the Traffic and Schedules unit; basic mathematics; and applicable personal computer hardware and software.

Ability To: Learn and effectively use specialized computer scheduling programs at an intermediate level of proficiency after an initial training period; use standard office software for word processing and spreadsheets at an intermediate level of proficiency; demonstrate schedule writing aptitude; analyze and evaluate data; prepare statistical reports; communicate effectively both orally, and in writing; and establish and maintain effective working relationships with those contacted in the course of work using principles of good customer service.

Education: Equivalent to completion of 12th grade.

Experience: Two (2) years as a Traffic Checker; **OR** one (1) year as a Bus Operator, plus two (2) years in a clerical or administrative capacity requiring the use of current standard office software for word processing and spreadsheets. All experience must be recent and verifiable.

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting and operate computers, keyboards, and other peripheral equipment.

Special Requirements: None.

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This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.

Established 1965.
This revision 2-6-06

Approved by Rick Fernandez, General Manager

Date