



Planning Data Analyst

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
371	Exempt	2 - Professionals	AFSCME	6	10-27-10	10-046	1 of 2

DEFINITION: Under general supervision, works with Service Development staff to conduct GIS based analyses including the maintenance and coordination of all aspects of the District's automatic Audio Vehicle Announcement (AVA) function of the District's Computer Aided Dispatch and Automatic Vehicle Location (CAD/AVL) system.

REPORTS TO: A Director of Service Development & Planning, or designee.

REPRESENTATIVE FUNCTIONS may include, but are not limited to:

- Uses ArcGIS or other software to prepare maps, and conducts map-based analyses reflecting service design and restructuring for a variety of planning uses; including Title VI disparity analysis, and transit access analysis.
- Coordinates AVA project activities from data verification to implementation with the CAD/AVL System Administrator, and assigned staff from the Operations and Service Development departments.
- Monitors changes to bus service resulting in changes to AVA annunciation, and maintains AVA messages on bus and test fleet.
- Prepares and edits data using CRS Workstation, Automatic Vehicle Location (AVL) software, Hastus Scheduling information and Geographic Information Systems (GIS) tools. Resolves Hastus and CAD/AVL related data errors discovered during the testing or implementation phases of the AVA project.
- Conducts ongoing field-testing of route structure and audio announcements to ensure that all audio messages created for AC Transit's coaches are geographically and verbally accurate relative to AC Transit's bus route system, and recommends changes to AVA content as needed.
- Provides various data analysis projects that require knowledge of bus routes, trip patterns or other service characteristics.
- Consults with the District's Accessibility Advisory Committee (AAC,) external advocacy organizations and agencies providing service to people with disabilities, and individuals with disabilities; to ensure ADA compliance and support for the AVA program.
- Prepares and monitors implementation time-lines following the initial test based on service changes and on-going project tracking for the AVA program as well as other service related projects.
- Prepares written and verbal project updates to AC Transit Management, District sponsored Accessibility Committees and the Board of Directors.
- Performs related duties, as required.



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MINIMUM QUALIFICATIONS:

Knowledge Of: Bus scheduling business practices including schedule writing and bus pattern design as well as basic GIS software, such as Arcview, Map-Info, or equivalent systems; principles and practices of software applications in networked systems using Microsoft Windows; and applicable GIS software and standard office software for spreadsheets, word processing, and presentation at an intermediate level of proficiency

Ability To: Identify, troubleshoot, and resolve problems with assigned hardware and software; solve bus route pattern or audio announcement data issues using Excel, GIS applications, or text file editors such as WordPad; determine the accuracy and appropriateness of specific audio messages relative to the design and information about each bus route; comprehend data interface concepts; understand and use raw data files in multiple variety of software applications; keep abreast of current trends in applicable professional fields; quickly learn and proficiently use new systems when adopted by the District, and adapt to revised and new requirements; and establish and maintain effective working relationships with District staff, governmental officials, advisory committees, and community groups using principles of excellent customer service.

Education: Equivalent to a Bachelor's Degree from an accredited college or University with a major in Transportation Planning, Geographic Information Systems (GIS), Computer Science, or a related field.

Experience: A minimum of two (2) years in a professional capacity working with raw data files, GIS software, and/or GIS based scheduling applications.

Desired Experience: Two (2) or more years of professional experience in Transportation Planning or systems analysis.

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting operating multiple computers, keyboards, and other peripheral equipment, and GIS software; possess mobility in order to work in the field, and safely drive a District automobile.

License Requirements: Possession of, or ability to obtain and retain a valid California Class C Driver License, and meet the District's safe driving standards.

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