

Planning Analyst, Associate

BASIC PURPOSE AND PRINCIPAL RESPONSIBILITIES

Assists in planning, implementation, and monitoring of the bus system. Monitors system performance, conducts research, and identifies recommendations for service improvements performs route analysis. Conducts field investigations. Coordinates production and placement of informational Transit Tube inserts. Identifies locations for the placement, relocation and/or removal for all proposed and existing bus stops and zones. Tracks, updates, and maintains the physical locations of active bus stops.

SUPERVISION RECEIVED AND EXERCISED

Is under general direction of the Director of Operations and is supervised by the Senior Route Planner.

EXAMPLES OF DUTIES

- Creates and updates schedule related reports in final format by outlined deadlines.
- Analyzes routes not meeting operational standards and performance guidelines.
- Obtains Ground Positioning System (GPS) coordinates for bus stops added to the system and for stops that are relocated. Processes field data and uploads data into existing bus stop database.
- Updates and maintains the Stops and Zones database.
- Assigns new bus stops to the proper street segment and deactivates stops that will no longer be serviced.
- Coordinates the production and placement of new informational Transit Tube inserts. Generates and maintains the master bus stop list.
- Proofreads route maps and schedules before printing.
- Processes and evaluates automatic passenger counter (APC) system ridership and schedule time data.
- Creates and maintains information inserts for Transit-Tubes.
- Creates and maintains interior car cards for buses.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic computer skills, including Word, Excel, and Access.
- Record-keeping techniques.
- Local geography.
- Bus service operations.
- Americans with Disabilities Act (ADA).

Ability to:

- Perform arithmetical computations.
- Learn how to use ArcGIS, Remix and Syncromatics software.
- Maintain records and prepare reports.
- Develop operating schedules, and reports.
- Analyze schedule problems and adopt effective course of action.
- Meet deadlines and prioritize tasks.
- Read and understand maps.
- Work a flexible schedule, which may require working evenings and weekends.
- Communicate effectively, both orally and in writing.
- Work independently and in group settings.
- Work independently with little supervision.
- Sit for extensive periods of time performing work on a computer.
- Demonstrate attention to detail, accurately proof-read work documents.

Skilled in:

Mobility to work in a shared office setting. Physical ability to use standard office equipment, including a computer; sit at desk or stand for prolonged periods; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the phone; intermittently twist and reach office equipment; dexterity to use a computer; write and use keyboard to communicate through written means; lift or carry light weight; travel to and from various sites.

Experience and Education:

Any combination of experience and training that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:

Education:

Equivalent to completion of an associate degree from an accredited college or business school with major coursework in office administration, secretarial science, business, or a related field is highly desirable.

License or Certificate:

Possession of a valid California driver's license is required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

FLSA: Non-Exempt
Established: 2020/05
Revised: 2021/08