



Exhibit- ~~FF~~

**Transit Schedules Manager - DRAFT**

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution Number
098	Exempt	EE04-Officials & Managers	AFSCME	11	11/10/2021	21-042

**DEFINITION:** Under general ~~direction supervision;~~ plans, organizes, manages, and directs the scheduling activities, operations, and staff~~manages the staff and activities of within the the~~ Scheduling Implementation unit. Incumbents in this classification are responsible for scheduling activities which include ~~t of the Service Development department, including~~ fixed-route scheduling, traffic analysis, and related functions, to ensure the development and implementation of efficient and cost-effective bus schedules, ~~and run cutting.~~

This classification is distinguished from the Transit Schedules Administrator in that the Transit Schedules Manager has a greater preponderance of management responsibilities including greater budgetary and administrative accountabilities while the Transit Schedules Administrator classification is primarily responsible for day-to-day supervision of the work unit's functions, activities, and staff.

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

- Plans, organizes, manages, and directs the activities, operations, and staff within the Scheduling Implementation Unit.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the unit~~Manages goals for the Scheduling unit's~~ including goals and objectives for annual short- and long-range work program;~~and tracks, and measures, and reports~~ achievement of goals and objectives.
- Selects, trains, develops, motivation, evaluation, and guides staff in achieving goals and objectives; coaches and develops employees; provides constructive feedback on performance and behaviors, and implements and discipline as needed; assigns, reviews, and evaluates work products, methods, and procedures; counsels and handles personnel actions as needed.
- Develops, administers, and controls the unit's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- Develops and directs the administration and continuous maintenance of a diverse range of policies, procedures; oversees the establishment and implementation of Standard Operating Procedures (SOPs); monitors associated regulations and policy changes and retrains and/or communicates to all affected work force.
- Continuously monitors and evaluates the efficiency and effectiveness of programs and procedures; assesses and monitors the distribution of work, support systems, and internal reporting; identifies opportunities for improvement; directs the implementation of change.  
~~Assigns work projects and programs, monitors work flow, and reviews and evaluates work products methods and procedures.~~
- Manages and participates in the development and maintenance of the District's fixed-route schedules, the production of timetables and ~~operator~~driver schedules, and the collection and analysis of performance data, including "on-time" data, and passenger counts.
- Provides highly complex guidance and advice to the District's Management and works collaboratively with Service Development and Planning to create and maintain fixed bus routes and schedules; develops and reviews staff reports related to assigned activities and services; presents information to the Board of Directors and various commissions, committees, and boards.
- ~~Supervises assigned staff; including the Transit Schedules Administrator, Scheduling Data Administrator, scheduling staff and clerical staff.~~



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- ~~• Assigns work projects and programs, monitors work flow, and reviews and evaluates work products methods and procedures.~~
- ~~• Manages goals for the Scheduling unit's annual short- and long-range work program; and tracks and measures achievement.~~
- Interprets provisions of labor contracts regarding routes and schedules, run requirements, and other related scheduling items to ensure compliance with contract ual obligations.
- Analyzes route performance data related to the number of operators~~drivers~~ and equipment needed for optimum use of resources; and sets parameters for run cuts to achieve efficiency and meet budget constraints.
- Conducts field assessments of projects, physical sites, and a variety of off-site activities including operational landscapes to ensure adherence to safety standards and delivery of high-quality service.
- ~~•~~
- Conducts special studies, surveys, and investigations designed to achieve more efficient and economic passenger service through efficient and sound scheduling.
- Appears~~Presents to a variety of before~~ business, civic, and community groups; —serves as liaison as a and represents the District ~~representative~~ on transit-related matters; —Conducts and attends a variety of meetings, responding~~responds~~ to inquiries and public concerns both orally and in writing.
- ~~• Leads and participates in numerous committees, technical groups, and peer reviews, in order to stay abreast of technical advances in transit operations.~~
- ~~• Analyzes and researches advances in scheduling software and consults with staff of the Information Services Department to determine the need, functionality, and cost-effectiveness of new or modified software applications;—~~
- Maintains frequent contact with current scheduling software vendors to ensure that software applications are functioning properly.
- ~~• Researches, prepares, and presents reports on technical, operational, and administrative issues with recommendations to executive staff, and the Board of Directors.~~
- ~~• Develops the budget for the Scheduling unit, assists in budget implementation; monitors expenditures, and participates in the forecasting of additional funds needed for staffing, equipment, materials, and supplies.~~
- Oversees activities of consultants and contracts related to scheduling.
- Responds to officials and auditors of the National Transportation Database; and prepares the annual report on District hours, miles, passenger miles, cash revenue, and rider-ship.
- Attends, participates, and leads a variety of professional group meetings, committees, technical groups, and peer reviews; stays abreast of new trends and innovations within transit operations and technical advances in transit scheduling; monitors changes in regulations that may affect operations; directs the implementation of policy and procedural changes after approval.
- May be required to participate in negotiations and contribute to the collective bargaining process providing pertinent information and data related to area of assignment.
- ~~• Conducts on-going departmental staff development, and training.~~
- Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

**Knowledge of:** Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures; principles and practices of leadership, motivation, and team building; —Transit services and service areas; the development and production of bus route schedules; run cutting techniques and the District's current ~~HASTUS~~ scheduling software; procedures for determining correct bus and workforce utilization; labor contracts and administration; budgeting procedures and techniques; federal and state transit guidelines; ~~principles and practices of leadership, motivation, and team building; principles and practices of management and supervision;~~ report writing; cost and statistical analysis,



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business mathematics and statistics; research methods and survey techniques; current software for word processing, spreadsheets, databases, presentation, and data analysis at the intermediate level of proficiency; ~~and~~ applicable federal, state and local laws governing transit operations; techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff.

**Ability to:** Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff; apply principles, practices and methods of administering and coordinating a comprehensive employee training and development programs; ~~R~~ read and interpret federal and state laws in order to meet regulatory requirements; prepare run cuts; conduct cost and statistical analysis; conduct cost/benefit, impact, and other related technical analyses; develop and oversee implementation of goals, objectives, complex budgets, policies, procedures and work standards; coordinate, and manage complex projects, issues, systems, and/or operations develop and implement recommendations in support of department and project goals; work effectively and make sound decisions under pressure to meet critical deadlines; address multiple incoming issues, prioritize responses to appropriately resolve issues expediently; interpret and apply District and Board policies and procedures related to area of assignment; ~~adhere to multiple deadlines;~~ communicate in a clear, concise, persuasive, and tactful manner to a wide variety of audiences both orally and in writing; effectively advocate and promote the use of public transit; keep abreast of current and emerging trends and technical advances in transit scheduling; develop and administer a department budget; supervise, motivate, and train a large staff; adhere to labor contract requirements, prepare various reports, attend meetings; establish and maintain effective working relationships with District personnel and members of the public using principles of excellent customer service. ~~and establish and maintain effective working relationships with those encountered in the course of work using principles of excellent customer service.~~

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in ~~t~~Transportation ~~p~~Planning, ~~b~~Business ~~a~~Administration, ~~p~~Public ~~a~~Administration, or a closely related field.

**Experience:** Six (6) years of recent and verifiable experience in the field of transit scheduling and analysis, which include ~~d~~ at least two ~~three~~ (2~~3~~) years of lead or supervisory management level experience ~~in a schedules department of a large transportation service provider or~~ two (2) years of experience at a level equivalent to the District's classification of Transit Schedules Administrator.

**License and Certification(s):** None

**Physical Requirements:** Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to conduct field studies.

**Special Environmental Conditions:** None

**Special Requirements:** Must be able to work outside regular business hours as required by the demands of business, to meet deadlines, and to attend external meetings and events.

Established Date: 10/27/2010 (Res. #10-046)

Revision Date: ~~1/10/2021~~ 10/27/2024 (Res. #21-042)