



SCHEDULING ANALYST
\$4916.00 – \$6865.00 PER MONTH PLUS GREAT BENEFITS
FRIDAY, NOVEMBER 09, 2018

THE JOB: Ride OMNITRANS to a satisfying career that lets you make a difference in the San Bernardino Valley. **OmniTrans**, provider of public mass transit for the San Bernardino Valley in Southern California is seeking a highly skilled professional to join our award winning team. OmniTrans is a great place to work; we are located close to the mountains, the desert, and beaches of Southern California and offer a vast array of recreation, quality schools and affordable housing. The ideal candidate will be ready to engage as part of a collaborative team who values the community we serve and the staff we represent. The selected individual coordinates the gathering, monitoring, reviewing and analyzing of various transportation data, creates transit operating schedules, operator work shifts, and accomplishes special projects by performing the following duties which includes, but not limited to:

- Collects data and prepares monthly reports for distribution and analysis.
- Drafts and coordinates all operating schedules, run cuts, full and part time operator work shifts, run bids, vacation bids, casual vacation bids, division bids and holiday bids. Creates operator headway sheets and operating instructions.
- Makes recommendations based on the analysis of data.
- Assists in the research, planning, and development of new or existing routes and schedules and estimates associated costs.
- Actively works to liaison with other departments to coordinate data collection and to implement departmental and Agency goals.
- Coordinates with vendors for the installation, repair, or replacement of technology and software.
- Responds to technology and software system failures during working and non-working hours. Troubleshoots and makes minor repairs.
- Develops and coordinates route training schedules and coach operator instructor assignments. Develops operating schedules for subcontracted routes. Develops routes and operating schedules for community events as required.
- Assists with labor related matters including preparing for negotiations by researching departmental proposals and responses.
- Assists in the planning and preparation of the annual capital and operating budget.

THE REQUIREMENTS: The Candidate selected will possess Associate's degree (A.A.) or an equivalent from a two year college or technical school in administration, transportation, or a related field and a minimum of 2 years full time experience in a transportation related industry performing tasks that directly support the functions of the position. Two years supervisory experience is desirable. The ideal Candidate will possess the ability to use spreadsheet, database, scheduling and word-processing software; gather and analyze facts and arrive at sound conclusions; effectively present information and respond to questions from groups of managers, employees, clients, customers and the general public; to interpret a variety of instructions furnished in written, oral, diagram, or schedule form; analyze statistical data accurately, draw sound conclusions and make appropriate decisions or recommendations; establish and maintain effective working relationships with others; write clear and concise reports; and communicate effectively both orally and in writing. Candidates should also possess knowledge of transit operations as well as current business operating systems, software and programs. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk and sit. The employee is occasionally required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

THE SELECTION PROCESS: Candidates will be screened for relevant qualifying experience that consists of an evaluation of education and experience as described on the fully completed application. The ***most competitively qualified candidates*** will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug test and a criminal background investigation, which will include Life Scan fingerprinting. For further information about this exciting career opportunity, please visit our website at www.omnitrans.org. We are unable to accept resumes in lieu of a fully completed application but one may be attached. Applications can be obtained at OmniTrans, 1700 W. 5th St., San Bernardino, CA. ***EEO/AA including Protected Veterans and Individuals with Disabilities.***