



Transit Planner I/II

Summary

Conduct Transit-related studies and analyses, perform a variety of planning duties in support of division planning efforts and ridership projections, modify transit routes and schedules, assist in the preparation of materials for the operator bid process, and perform related duties as assigned.

Class Characteristics

General direction and supervision are provided by a higher-level manager; responsibilities may include the indirect and direct supervision of technical and administrative support personnel.

Transit Planner I

This is the entry-level class of the Transit Planner I/II. Initially under closer supervision, incumbents will conduct studies and analyses and perform a variety of activities in support of the division. Incumbents may advance to the Transit Planner II position after gaining experience and demonstrating proficiency, which meet the qualifications of the higher-level class.

Transit Planner II

This is the journey level class within the Transit Planner series. Incumbents are expected to independently perform the full scope of duties as assigned with minimal assistant or direction.

This class is distinguished from the Senior Transit Planner in that the latter possesses specialized, technical, or functional expertise within the area of assignment and/or may exercise lead supervision over assigned lower-level staff.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Collect, summarize, and analyze data related to transit scheduling and planning.

Assist in planning the location and installation/removal of temporary and permanent bus stops to accommodate construction, road emergencies, and transit service needs.

Support the service planning effort by analyzing operational data (i.e., route mileage, vehicle running time, hours of operation, bus stop inventory, etc.) and preparing materials for presentations.

Prepare sophisticated spreadsheet models for use in analyzing and reporting on Transit user and financial data.

Maintain project databases related to Transit operations, including, but not limited to ridership, on-time performance, and other performance related data using Excel, Access, or other tools.

Use complex, customized transportation scheduling software for the purpose of developing transit routes and schedules and deploying transit operators and vehicles.

Coordinate the development of GIS maps for analytical and public information uses.

Perform service evaluation and planning for fixed-route transit and para-transit services that may include preparation for parts of the Short-Range Transit Plan.

Review plans, reports, and studies related to ongoing long and short-term planning projects; provide feedback and recommend changes as appropriate.

Participate in the coordination of division resources in multi-jurisdictional projects.

Assist with the development of Transportation Demand Management (TDM) programs.

Participate in the regular public outreach activities of the division, including rider surveys, public meetings, and workshops; monitor and respond to agency and public comments and policies regarding City Transit operations.

Review rules, regulations, and laws affecting transportation systems.

Attend committee meetings and hearings on behalf of the division.

Assist with the preparation of state and federal grant applications.

Perform related duties as assigned.

Skills/Abilities:

Collect, complete, and analyze technical statistical, transit demand, and transit utilization data for the purpose of modifying transit routes, bus stop locations, and transit schedules.

Use specialized automated software systems to develop transit routes and schedules, and to deploy transit operators and vehicles.

Research and prepare concise reports, plans, and program guidelines; display data graphically.

Interpret and apply policies, laws, rules, and regulations.

Exercise sound independent judgment within established guidelines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit; use the computer keyboard and mouse, use hands to finger, handle, or feel; reach with hands and arms;

talk or hear; and stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee may occasionally be exposed to outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic and/or caustic chemicals, and vibrations. The noise level in the work environment is usually moderate, but at times may be high.

Qualifications

Knowledge of:

Principles, practices, operational characteristics, and services and activities of public transit systems, including recent developments, current literature, and sources of information regarding transportation planning.

Federal, state, and local laws relating to transportation planning and operations.

Research and statistical methods as applied to the collection, tabulation, and analysis of data essential to transportation planning.

Principles and practices of transportation planning and analysis.

Principles of business writing and report preparation.

Principles and practices of Geographic Information Systems (GIS).

Current office procedures, methods, and equipment including computers and applicable software applications.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Transit Planner I/II

Education:

A Bachelor's degree from an accredited college or university with major course work in urban & regional planning, business or public administration, or a closely related field is required.

Transit Planner I

Experience:

One year of professional experience in transportation planning or a closely related field. Prior experience working with a public transit agency is desirable.

Transit Planner II

Experience:

Two years of professional experience in transportation planning or a closely related field. Prior experience working with a public transit agency is desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

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Department: Public Works and Utilities

FLSA Status: Non-exempt