

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 004460
Grade 16**

TRANSIT ANALYST

DEFINITION OF CLASS:

This is analytical and scheduling work concerning creation and modification of a portion of the County Government's public bus transit operating schedule and related documents. Personal contacts occur most frequently with supervisory transit employees to receive assignments, respond to questions and issues, and review completed work; other transit system employees (e.g., Bus Operators, Transit Controllers, etc.), to pass on and receive information and discuss issues impacting run assignments, running times, routes, blocks, schedules, etc.; and employees of other public and private transit properties, to pass on and receive operational information affecting each other's transit system (e.g., traffic, construction and related issues), and to respond to inquiries and complaints. To a lesser degree, contacts are also maintained with contractors who provide transit services to the County Government, to pass on and receive information, investigate particular issues, coordinate actions, etc. Generally, the large majority of contacts are of a cooperative nature. Employees occasionally respond to telephone inquiries received from the public concerning public transit issues, but such assistance is infrequent, unscheduled/irregular and not a critical element of the primary purpose of this class of work.

An employee in this class is responsible for utilizing available software programs to develop numerous pamphlets, schedules, assignment sheets and related transit information documents which detail the County Government's public bus service throughout Montgomery County. Employees receive general instructions and parameters concerning bus route development/ modification assignments, and are expected to independently carry out all of the requisite steps associated with each assignment. Work is reviewed normally upon completion both for consideration of employee work rules, regulations and union contract requirements, as well as cost effective utilization of employees and transit vehicles and service provided to the public. The guidelines affecting this class of work are numerous and quite specific; even so, the critical part of the work performed is the requirement for employees to use judgment to develop the most cost effective routes and schedules. The complexity of this class of work is characterized by an employee analyzing and developing pieces of work in minute detail; using computer software programs to develop and print bus route informational documents which are used by transit employees and the public transit riding citizens; and incorporating employee work rules, minimum/maximum layover times, number of trips, buses and employees available, split shifts, revenue and non-revenue runs, number of routes, and revenue and ridership data in bus schedule development and modification. The effect of properly performed work is realized by the development of individually tailored vehicle routes which meet the needs of the bus riding public, as well as incorporating the cost of effective utilization of available buses and drivers. The overwhelming majority of work is performed in a comfortable office setting which is appropriately lighted, heated and air conditioned. Employees infrequently work outside to observe a particular transit related issue. There are no unusual hazards or physical demands associated with this work.

EXAMPLES OF DUTIES: (Illustrative Only)

- Analyzes passenger movement statistics and other transit-related data for development of new or

revised transit schedules.

- Determines appropriate running times for individual bus routes and route segments by time of day and week and direction of travel.
- Develops revenue and non-revenue route descriptions as well as route mileage and time data.
- Develops and maintains master headway sheets and charts, timetables, and bus operator assignment sheets.
- Utilizes and modifies transit-related computer programs to produce/modify maps, charts, vehicle and Bus Operator assignments and related documents to inform transit field personnel of bus and driver movement.
- Performs run cutting and coupling operations to obtain maximum cost-effective employee assignments.
- Analyzes public transit planning proposals for public transit service requirements and provides recommendations.
- Occasionally conducts stationary checks and other one-of-a kind surveys to assess transit patronage and evaluate vehicle running times and other data.
- Summarizes, analyzes, and interprets field data received from other transit employees.
- Occasionally answers telephone inquiries received from the public.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices, and methodology used in the public transit scheduling field.
- Ability to effectively utilize basic level computer programs designed to receive, analyze, and report on transit data.
- Ability to attend meetings or perform other assignments at locations outside the office.

MINIMUM QUALIFICATIONS:

Experience: One (1) year of public transit scheduling experience.

Education: Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: May 1980

Revised: August 1985

Classification Study: August 1992 (M)

April 2010

August 2013

October 2014