

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Poorna Shivakumar

Work Phone: 267-5291

2. Class Title (i.e. payroll title):

Transit Scheduling/Data Assistant

3. Working Title (if any):

N/A

4. Name & Class of First-Line Supervisor:

Alexander Garcia, Transit Schedule Planner

Work Phone: 267-8764

5. Department, Division & Section:

Metro Transit, Planning

6. Work Address:

1245 E. Washington Avenue, Suite 201

7. Hours/Week: 40

Start time: 7:30 a.m. End time: 4:30 p.m. (varies)

8. Date of hire in this position:

September 2, 2003

9. From approximately what date has employee performed the work currently assigned:

Progressively more responsibilities

- 
10. Position Summary:

This is responsible technical and administrative support work involving the provision of assistance to the Transit Scheduler and the collection, summary, and analysis of transit data. This position has primary responsibility for scheduling and coordinating school year service for the Madison Metropolitan School District, as well as developing driver assignments for that service. The work is performed under the general direction of the Transit Scheduler, with assignments also received from the Transit Planning & Scheduling Manager and transit planners. The work is reviewed for overall effectiveness and compliance with applicable laws, rules, standards, and labor and grant contracts.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

40% A. Data Collection and Analysis

1. Collect passenger count and related data.
2. Edit ridership data in the GenFare and Datamart databases
3. Collect data such as arrival times, number of persons boarding, disembarking and on board, etc.

4. Interview drivers and passengers as needed and enter survey data by computer.
5. Collect field and office data relative to peak load summaries, route performance summaries, maps of alternative routes and detours, service requests and other related ridership and route planning data. Present information, discussion questions relative to data and prepare reports or data summaries as necessary.
6. Coordinate the collection and analysis of passenger count and run time data. Develop computer programs and reporting systems to collect and analyze data for scheduling purposes and as requested by management or dispatch. Prepare periodic and special reports and perform necessary research activities.

35% B. Scheduling Activities

1. Develop and implement changes to school routes.
2. Assemble schedules into driver assignments
2. Schedule "extra board" weekly pick in accordance with labor contract provisions.
3. Design, post and monitor the weekly pick information.
4. Recommend route detours and alternative routes and/or comment on proposed plans.

10% C. Coordination Activities

1. Incorporate driver and rider complaints/suggestions into decision-making.
2. Provide supervisors with information about changes and problems.
3. Participate on teams and attend meeting involving transit operations and planning.

15% D. Ongoing Activities

1. Provide assistance to Transit Scheduler in operating/maintaining computerized schedule and driver assignment programs.
2. Develop alternate routes, run times and calculate or determine actual mileage.
3. Coordinate driving and timing of new routes.
4. Assist with on-going and special scheduling projects/activities.
5. Collect and report operational data relative to safety, maintenance, finance, personnel and other aspects of transit operations.
6. Perform and/or assist with field surveys and planning studies.
7. Train, coordinate and assign work to temporary survey assistants when available. Give instructions to drivers assisting with data collection.
8. Ride with operators to time routes.
9. Design, post and monitor the general pick information.

12. Primary knowledge, skills and abilities required:

Working knowledge of data collection, survey and data analysis methods, procedures and practices. Basic understanding of transportation scheduling. High-level computer skills in Word, Excel and Access. Ability to conduct field studies/surveys and to accurately record and tabulate data. Good typing skills for data entry. Ability to organize, manipulate and coordinate large amounts of data and related information within defined parameters. Ability to make mathematical and statistical computations. Ability to establish and maintain effective working and customer relationships with staff and the public and to effectively respond to complaints. Ability to effectively communicate orally and in writing. Ability to use computerized methods of developing routes and schedules. Ability to train and coordinate temporary assistants.

13. Special tools and equipment required:

Operate PC, fax, copier, printer, phone.

14. Required licenses and/or registration:

Possession of a valid Wisconsin driver's license.

15. Physical requirements:

None.

16. Supervision received (level and type):

Work is performed under the general supervision of the Transit Scheduler.

17. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).  
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).  
 Other comments (see attached).

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.