



## OPERATIONS PLANNER

JC: 000350

PB: AFD

BU: 31 (AFSCME)

FLSA: Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under supervision, performs complex operations planning work, including evaluating and making recommendations on technical aspects of transit planning and/or capital programming; collects, compiles, and analyzes field and other data concerning transit activities; interprets and integrates transit and/or transportation policies; develops and evaluates proposals for planning and coordinating the implementation of transit route and service changes; assists in the preparation, analysis, or evaluation of reports and plans; reviews and interprets legislation and codes; applies computer assisted analytical techniques to evaluation transit and other transportation planning projects; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the journey level classification in the Operations Planner series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of operating procedures and policies of the work unit. This classification is distinguished from the Senior Operations Planner classification in that it is responsible for performing routine day-to-day Operations Planning functions, whereas assignments in the latter classification require incumbents to handle more complex responsibilities with a higher level of independence and may provide lead supervision to lower-level staff.

### **REPORTS TO**

Director of Operations Planning or designee

**EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Works with management to develop operating concepts for both rail and bus services operated or contracted by BART.
2. Analyzes historical data and current trends to understand the demand for capacity for transit services, including for rail, bus bridges and/or the Early Bird Express.
3. Coordinates with the Procurement Department to advance vendor contracts; reviews contractor invoices for accuracy and monitors contracts for budget adherence; supports the reporting and/or application of grants.
4. Assists in planning, facilitating, managing and monitoring bus bridges.
5. Conducts analysis to evaluate the success of initiatives and programs, like the Early Bird Express

initiative, and develops related summary statistics and reports communicating program performance results to internal and external stakeholders.

6. Supports the creation, review and publishing of public schedule information in various formats including General Transit Feed Specification (GTFS), timetables, and ad hoc updates via BART's trip planner.
7. Supports analysis of capital investment projects (fleet and facilities) in the context of future demand.
8. Evaluates the capacities of rolling stock, yards and shops, stations and systems to deliver forecast levels of service.
9. Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices and techniques of urban mass transit and/or transportation planning
- Data sources for transit and transportation research
- Best practices related to transit planning and operations
- Current issues, challenges and trends in the transportation environment
- Business and policy issues relevant to management of transit operations
- Advanced data analytics techniques, including managing and querying large databases and manipulating data using business intelligence software
- Rail transit technologies, systems and practices, with interest in their applicability to BART
- Public-sector specification and procurement practices
- Statistical and research methods

### **Skill in:**

- Analyzing and developing recommendations for improving public transit and/or transportation services
- Using transit scheduling, planning or modeling software (e.g. HASTUS, Trapeze, TrainOps, Remix, etc.)
- Creating and/or manipulating GTFS data for the purposes of publishing schedules or conducting analysis
- Creative problem solving and resolution development in situations with stakeholders who have conflicting interests and a variety of backgrounds
- Working collaboratively with multiple stakeholders to accomplish objectives and maintain effective relationships
- Communicating information and ideas clearly and effectively
- Developing productive connections between technical staff and planning, administrative and financial staff
- Interdepartmental and multi-jurisdictional communication and document preparation

## **MINIMUM QUALIFICATIONS:**

## **Operations Planner**

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### Education

Possession of a Bachelor's degree from an accredited college or university in Planning, Transportation, Geography, Transportation Engineering or a closely related field.

### Experience

The equivalent of two (2) years of full-time progressively responsible experience in public transit planning and/or transportation planning, transit technology and systems development, consulting to the public transit sector, and/or academic pursuits related to transit operations, technology, and planning

### Substitution

Additional experience as outlined above may be substituted for the education on a year-for-year basis.

A Master's Degree from an accredited college or university in transportation, mass transit planning or a closely related field may be substituted for two (2) years of the required experience.

## **WORKING CONDITIONS**

### Environmental Conditions

Office environment; exposure to computer screens.

### Physical Conditions

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 3500 – Professionals  
**Census Code:** 0710 – Management Analysts  
**Safety Sensitive:** No

## **CLASSIFICATION HISTORY**

**Created :** April 2022

**Revised :**