



**POSITION:** **BUS OPERATIONS ANALYST (PS101345)**  
This position is located at San Rafael, CA.

**SALARY RANGE:** **\$83,636.80 - \$101,088.00 annually plus benefits**  
*Employee pays up to 7% of salary/wage toward CalPERS retirement plan*

**OPEN TO:** **All qualified candidates**

**DATE POSTED:** **Tuesday, January 29, 2019**

**CLOSING DATE:** **Open until Filled**  
**First Review Date of Applications: March 1, 2019**

**OPENINGS:** **1 vacancy and to create an Eligibility List**

### **POSITION DESCRIPTION:**

Under general direction, performs a variety of operations analyses, project management and administration-based duties. The position requires the highest level of discretion, confidentiality and decision making to assist in facilitating the work of the Deputy General Manager-Bus Division, the Directors of Operations, Scheduling and Service Development, and Maintenance, as well as other staff as required. The Position is responsible for synthesizing data and creating/presenting concise reports Management of complex projects and working with vendors/contractors; budgeting, monitoring and reporting; and, coordination with other internal/external personnel on projects/programs of importance to the Bus Division. This position will also serve a critical role in supporting the development, coordination and implementation of departmental policies and procedures. The position may act as a lead and provide direction to permanent, temporary or contract staff within the Division.

### **MINIMUM JOB REQUIREMENTS:**

#### **Education and Experience Equivalent to:**

- A Bachelor's degree in Business, Finance, Public Administration, Information Technology, or related field. Qualifying experience may be substituted on a year-for-year basis in lieu of education. A written statement detailing qualifying experience must be submitted with the application.
- Requires a minimum of four years of full-time, recent experience handling complex projects that involved the use of independent judgement.
- Must be able to demonstrate proficiency using advanced word processing, presentation (such as PowerPoint) and spreadsheet software, including the preparation of technical memorandums and performance data analyses, tables/graphs, and spreadsheets.
- Experience in developing, managing, and tracking budgets.

## **BUS OPERATIONS ANALYST (PS101345)**

- Experience and general knowledge of public transit operations and performance metrics, as well as transportation planning principles and trends, are desired.

### **ESSENTIAL RESPONSIBILITIES:**

- Performs operational analyses to identify organizational inefficiencies in order to optimize operational performance.
- Conducts studies and surveys necessary to make recommendations and prepares technical memorandums or performance reports (written/oral).
- Manages complex administrative activities (procurement, technology, human resources, state/federal compliance).
- Researches and responds to inquiries from employees, union representatives and the public with discretion, respect and objectivity.
- Prepares meeting agendas, presentations, speeches/public remarks, and reports, including those for the Board of Directors.
- Performs general administrative duties as required for supporting the Bus Division's mission.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance is required.

### **PHYSICAL REQUIREMENTS:**

- Mobility to work in a typical office setting
- Routine use of computer, telephone and other office equipment

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

#### **Knowledge of:**

- Microsoft Office, including spreadsheets, presentation, graphing, and word processing applications.
- Effective Project Management and teambuilding principles.
- Effective communication and diplomacy in carrying out duties.
- Occupational health and safety rules and working practices applicable to this position.
- District Policies and Labor Agreement (MOU) Provisions.

#### **Ability to:**

- Evaluate and analyze operations and administrative concerns and recommend effective courses of actions.
- Learn and apply District policies, laws, and regulations that pertain to work.

## **BUS OPERATIONS ANALYST (PS101345)**

- Successfully work as part of a team using excellent interpersonal and communication skills with personnel at all levels, both inside and outside the District.
- Use problem solving skills, critical thinking, flexibility, creativity, innovation and self-motivation.
- Maintain confidentiality and protect information and documents appropriately.
- Work respectfully and effectively in a high volume, high visibility office environment under the pressure of strict deadlines.
- Represent the best interests of the District and/or Bus Division at internal/external meetings, conferences or on committees.
- Efficiently manage workload with minimum supervision.
- Manage assigned projects and programs in a positive and effective manner.
- Lead teams; and create and implement work plans with performance measures.

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## **APPLICATION PROCEDURE:**

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW  
MAY RESULT IN REJECTION OF YOUR APPLICATION**

TO APPLY: [www.goldengate.org/jobs](http://www.goldengate.org/jobs)

Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.

For directions and general information, visit our website [www.goldengate.org](http://www.goldengate.org).

**The District's primary and official means of application notification is via EMAIL. Thus, applicants are advised to check their email for their application status updates.**

### **THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:**

1. GGBHTD Online Employment Application
2. Resume (Scan and attach as PDF to your online application)
3. Evidence of bachelor's degree or a written statement detailing experience in lieu of degree (Scan and attach as PDF to your online application)

## BUS OPERATIONS ANALYST (PS101345)

### **THE SELECTION PROCESS FOR THIS POSITION will include:**

- Assessment of education, training, and experience
- Skills testing
- Oral Panel interview
- Department interview for final candidates
- Medical examination, post offer of “conditional employment”
- Background, Employment and Security Investigation (post-offer)

*\*\*\*The District will invite ONLY those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.*

### **AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the Golden Gate Bridge Highway and Transportation District to take all personnel actions on the basis of merit and other job-related factors, without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability: physical or mental, age (40 and older), genetic information, marital status, sexual orientation and identity, medical condition, political affiliation or military status.

**Applicants with Disabilities:** The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. If you have special needs, please call (415) 257-4521 (Human Resources). The District's telecommunications device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

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01/29/2019 MP

Human Resources Administration  
Human Resources Department  
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