

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Transportation Planner	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Transportation	CLASSIFICATION:	Classified
FLSA:	Non-exempt	SALARY GRADE:	052 OSS
REVISED:	July 1, 2013		

BASIC FUNCTION:

Develop, coordinate, implement, and maintain the continual assignment of the transportation network; lead the work of assigned staff; construct service tracks to required specifications and provide assignment liaison with contract carriers.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

Lead and direct assigned transportation schedulers and clerks. **E**

Review trip scheduling production for compliance with policy and opportunities for economies and consolidations. **E**

Monitor and report production backlog and redistribute work among schedulers to meet deadlines. **E**

Construct and maintain service tracks in accordance with personnel rules, collective bargaining agreements, and other required specifications. **E**

Assign carriers to service tracks; review, recommend, and implement corrections to deficiencies of trips, tiers, tracks, and carrier assignments, driver, and bus utilizations. **E**

Collect, review and schedule modifications to tracks in support of special calendars and activities of schools. **E**

Lead and direct shakedown effort to transportation network. **E**

Receive, analyze and initiate corrective action to exceptions in routing and assignment of services as reported by tachographs and data systems information. **E**

Lead assigned staff responsible for the receipt, screening, input, and storage of student applications and service requests. **E**

Provide distribution to and liaison with contract carriers and agencies. **E**

May perform scheduling duties on a temporary basis, as required.

Conduct studies and simulate impact of service and program proposals; tabulate and report ridership and operations data; perform studies and prepare reports. **E**

Explain procedures and policies; respond to complaints and disputes related to assigned work functions. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of progressing responsible experience as a scheduler or a dispatcher in a large transportation organization.

LICENSES AND OTHER REQUIREMENTS:

Willingness to work nontraditional work weeks and hours.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Routine, scheduling, and assignment functions.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Investigate and analyze transportation and operations data.
Prepare written and oral reports
Rapidly learn topography, addressing design, street and freeway layout of the district.
Read and use maps.
Perform tasks under pressure of deadlines and volume.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and lead the work of others.
Meet schedules and time lines.
Maintain records.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.