



# CITY OF SIMI VALLEY EMPLOYMENT OPPORTUNITY

## TRANSIT OPERATIONS ASSISTANT

**Salary Range:** \$24.47 - \$31.18 per hour plus an excellent benefits package.

**The Position:** Performs a variety of duties and responsibilities in support of Transit Operations, including assisting supervisory personnel with conducting accident investigations, assisting the public, performing mandated training, and coordinating Transit Coach Operator training activities; assists Transit supervisory staff in the field; responds to, reports, and investigates Transit vehicle-involved accidents and incidents; assists staff in collecting and documenting information; assists customers in the field; responds to customer complaints and resolves customer issues; completes Transit Coach Operator coach exchanges; prepares and presents mandated behind-the-wheel and in-service classroom training for Transit Coach Operators; develops and conducts behind-the-wheel sessions with new hires and current Transit staff; conducts original renewal training; identifies, recommends, and coordinates enrollment in training courses, seminars or other in-service programs; coordinates, develops, and compiles training and instructional materials; revises and/or maintains training materials in compliance with State and Federal standards; maintains records on all original and renewal Transit Coach Operator in-service evaluations and classroom training programs; submits corresponding reports; compiles and maintains Driver Qualification files on all Transit Coach Operators; audits records for accuracy and compliance; maintains accurate and complete driving records; assists in conducting random audits of transit coach operator driving records; assists in administering the Department of Motor Vehicles' Employer Testing Program (ETP); ensures compliance with applicable ETP rules, regulations, and mandates; assists in planning and implementing future transit routes and transit bus schedule modifications; conducts dry runs and identifies times; provides back-up as a Transit Coach Operator; operates a transit coach or transit van as necessary; operates a variety of office equipment including but not limited to a computer, typewriter, copier, facsimile machine, multi-line phone, and printers; and performs related duties as required.

**Work schedule:** The Transit Division operates Monday through Saturday, with schedules starting as early as 4:00 a.m. and going as late as 9:00 p.m. The work schedule of this position will consist of a five (5) day workweek, with hours to be determined. Assigned days and hours are subject to change based on Operational needs and specific assignments.

### **Qualifications**

**Knowledge of:** Methods and techniques of public transportation programs; principles of training and conducting presentations; basic report preparation; principles and procedures of record keeping; pertinent federal, state and local laws, codes and regulations; and customer service principles and practices.

**Ability to:** Train and present to staff; make effective oral presentations; maintain complete and accurate employee records and files; respond to requests and inquiries from the general public; investigate and resolve problems with transit operations; prepare clear and concise reports; work independently in the absence of supervision; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:** Equivalent to the completion of the twelfth grade and three years of experience in the operation of a transit vehicle, transit operations, or administration. College level course work in business administration, transportation planning, or a related field is highly desirable.

**Additional Requirements:** Possession of, or ability to obtain within the first six months of employment, an appropriate, unrestricted valid commercial driver license with Verification of Transit Training (VTT) certificate, air brake endorsement, and passenger endorsement. Possession of, or ability to obtain within the first year of employment, a Bus Driver Instructor certificate issued by the California State Department of Education or the Transportation Safety Institute's train-the-trainer program.

**Selection Process:** All applications will be reviewed. Admission to appear before an Oral Appraisal Board may be limited to those whose applications demonstrate the best combination of qualifications in relation to the requirements and duties of the position. A written or performance examination may be administered. The qualifications and requirements stated on this announcement represent only the minimum required to file an application. (Although candidates may meet the minimum qualifications listed, an interview is not guaranteed.)

Applicants seeking Veteran's Preferences must submit form DD214 along with their application.

**Reasonable Accommodation:** In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division in writing.

**TO APPLY:** A City of Simi Valley employment application and supplemental questionnaire must be completed. Resumes will not be accepted in lieu of the City's employment application. This recruitment is open until filled with a first review of applications occurring on October 6, 2016. Additional reviews may occur until the position is filled.

AN EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY  
2929 Tapo Canyon Road, Simi Valley, California 93063 (805) 583-6743

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked at any time.

## THE CITY

The City of Simi Valley, home of the Ronald Reagan Presidential Library, was incorporated in 1969. It is a General Law City with a Council/Manager form of government. Simi Valley encompasses an area of 39 square miles and is located in the southeast portion of Ventura County. The current estimated population is 129,234, yet Simi Valley maintains a unique balance of open space and City amenities.

Outdoor recreation includes over a dozen beautiful parks, camping and picnic spots, tennis courts, four golf courses and one of the largest equestrian trail systems in the United States. Boating and other water sporting activities are only 60 to 90 minutes away in Ventura and Santa Barbara. The City of Los Angeles is less than an hour away.

Excellent community facilities provide service to Simi Valley residents. The City has one general hospital, 47 religious institutions, one library, one Cultural Arts Center, three newspapers, one radio station, 24 financial institutions, 21 elementary schools, three middle schools, and four high schools. Four community colleges and four universities are also within commuting distance.

**BENEFITS** (Based on full-time, regular status employment – Part-time benefits will be pro-rated)

Retirement: Individuals who were active members of a reciprocal public retirement system within the last six months, or were previously employed with the City of Simi Valley prior to January 1, 2013, and enrolled in CalPERS, will be enrolled in the CalPERS 2% @ 55 retirement plan, 4<sup>th</sup> level Survivor Benefit, and single-highest year compensation. Employees currently pay a 7% contribution.

Other new employees will be enrolled in the CalPERS 2% @ 62 retirement plan, 4<sup>th</sup> level Survivor Benefit, and three-year average highest final compensation. Employees currently pay a 7% contribution.

The City does not participate in the Social Security system; therefore, there is no FICA deduction from wages, except for Medicare hospital insurance protection.

Benefit Plans: The City participates in the CalPERS medical program, and currently contributes \$125 per month for medical insurance. The City's contribution for vision is \$21 per month, and the dental insurance contribution is up to \$97.36 per month. In addition, the City provides up to \$1,546.55 per month in "Simiflex Dollars," depending upon the medical plan selected; employees who decline medical coverage receive \$251.30 per month. "Simiflex Dollars" are paid as cash and can be used to offset the cost of medical, dental, and vision insurance, or other optional benefits.

Group Health Plans: Employees may select from a variety of PPO and HMO plans through the CalPERS medical program.

Dental Plan: Coverage is available for employees and dependents and includes orthodontia for dependent children. A PPO and HMO plan are available, and employee cost for the plans ranges from \$0 to \$24.60 per month.

Vision Care: A plan is available for employees and dependents with a cost of \$0.76 per month.

Flexible Spending Arrangement (FSA): Medical and dependent care reimbursement accounts are available.

Disability Insurance: Disability insurance is provided by the state (SDI) and includes Paid Family Leave (PFL).

Life Insurance: A life insurance policy of \$75,000 for employees, and \$5,000 for each dependent is provided at no cost.

Tuition Reimbursement: Employees are eligible for tuition reimbursement up to \$900 per fiscal year for job related or professional development courses after 120 days of employment.

Deferred Compensation Program: Employees may defer a portion of their salary into a deferred contribution plan (457 plan). The City will match the employee contribution up to \$24.00 per pay period.

Annual Leave: Employees accrue 172 hours per year for the first five years of employment, and 212 hours per year after five years of employment. Annual leave combines vacation and sick leave.

Holidays: Eleven (11) paid holidays per year, paid at eight (8) hours each, as well as a floating holiday (paid at eight hours).

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CITY OF SIMI VALLEY  
Supplemental Employment Questionnaire  
Transit Operations Assistant

This supplemental questionnaire is designed to obtain additional information about your education, training, and experience as it relates to this position. Resumes will not be accepted in lieu of this form.

Please answer the following questions. Print or type your responses on a separate piece of paper and be as concise and specific as possible in your answers.

1. Please describe your experience in the operation of a transit vehicle, transit operations, or administration. Include when (dates) and where (employer) you gained this experience.
2. Describe your knowledge and experience in conducting trainings and/or providing instructional assistance such as behind-the-wheel, In-service, original/renewal training classes, or other Federal/State mandated training requirements. Include when (dates) and where (employer) you gained this experience.
3. Describe your experience conducting investigations and preparing reports. Include when (dates) and where (employer) you gained this experience and whether the investigation findings and reports were subject to disclosure to a third party.

Please sign and date the questionnaire and attach it to your completed City of Simi Valley application.

***I declare the statements on this supplemental questionnaire are true and correct to the best of my knowledge.***

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name (signature)

\_\_\_\_\_  
Date