



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-0908

September 15, 2023

TITLE: Administrative Analyst II
EMPLOYMENT TYPE: Non-Exempt
DIVISION: Contracts & Budget
APPLICATION DEADLINE: **Sunday, October 1, 2023**
PAY RANGE: \$1563-\$2345 weekly \$81,306-\$121,960 annual estimate.
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Administrative Analyst II (Rail Operations) will report to the Manager, Contracts & Budgets and will be providing a variety of analytics and administrative support for the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Assist with the preparation of rail services contracts and budgets.
- Monitor contractor compliance with agreement terms and conditions.
- Maintain records and files for rail services contracts and agreements.
- Process contractor and vendor invoices.
- Assist with analyzing financial information to determine cost projections and efficiencies.
- Assist with rubber tire vehicle administration (e.g., registration fees, title transfers, etc.)
- Assist with developing various summary reports and charts.
- Assist with general administrative duties as needed.

EXAMPLE OF DUTIES:

- Review, audit, and process invoices.
- Identify corrective actions for contractor non-compliance with contract terms and conditions.
- File data submittals, work directives, and other documents associated with contract compliance.
- Perform contract cost monitoring and cost control.
- Communicate with vendors, internal and external stakeholders to resolve account issues and maintain relevant documentation.
- Provide financial/data analysis, track and monitor expenditures.
- Perform all job duties and responsibilities in a safe manner to protect yourself, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Manager, Contracts & Budget who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted.

San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306

Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in business administration, Planning, Public Policy, Economics or other related field.
- Two years of progressively responsible administrative, analytical, and/or budgetary professional experience.

PREFERRED QUALIFICATIONS:

- Experience working in the Public Sector.
- Experience working with Enterprise Resource Planning – ERP (e.g., Peoplesoft, or other financial enterprise system).
- Proficiency at an intermediate level in Microsoft Excel.
- Knowledge of capital budgeting and fund programming is desirable.
- Knowledge of principles and techniques of generally accepted accounting principles and government accounting standards is a plus.

SELECTION PROCESS:

The process may include a written and skills test assessments or supplemental questions and will require a panel interview. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS:

For further Benefits details please go to: <https://www.caltrain.com/about-caltrain/jobs/employee-benefits>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year
Cafeteria Plan:	Medical, dental, vision care, group life insurance, and more
Rail Transportation	Free transportation on Caltrain for employees
Transportation:	Free bus transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none">○ Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation○ New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the <https://www.caltrain.com/about-caltrain/jobs>. Complete an online employment application and supplemental questionnaire by 11:59 pm on **Sunday, October 1, 2023**. A resume will not be accepted in lieu of the application and supplemental questionnaire (If required). Incomplete application will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308.
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.