



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

February 2, 2024

TITLE: Administrative Analyst II
EMPLOYMENT TYPE: Exempt
DIVISION: Operations & Maintenance
APPLICATION DEADLINE: February 25, 2024
PAY RANGE: \$1563-\$2345 weekly \$81,306 - \$121,960 annual estimate
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Administrative Analyst II reports to the Manager, Rail Operations and Manager, Station & Communications Maintenance. The Analyst is responsible for managing the Caltrain Operations & Maintenance document control system and coordinating the implementation of the Stations Maintenance programs.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Oversee document control process and procedures, including managing access to SharePoint, training new users, maintaining the system in coordination with Information Technology department.
- Assess and implement or improve stakeholders reporting compliance per contract and Federal/State/Local regulations, as well as tracking other contractual activities, including attending meetings and keeping minutes.
- Support Station Maintenance team in tracking station work orders in Asset Essentials or other asset management tool by entering and/or reviewing the records for accuracy, coordinate the work with contractor through completion and inspect as needed for quality control purposes.
- Participates and/or leads staff working groups or other forums to define opportunities for process improvements.
- May supervise staff and/or contractor. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection, coordinate staff training and professional development, objectives, monitor and evaluate employee performance.

EXAMPLE OF DUTIES:

- Manage the day-to-day use of the document control SharePoint system to ensure documents are up to date, including tracking and addressing contract compliance with the respective stakeholders.
- Coordinate and work with Information Technology department on improvements to SharePoint or tools related to Caltrain document control.
- Quality Assurance/Quality Control review of reports submitted by the Contract Operator to ensure that the reporting requirements have been met before distributing to internal Caltrain staff review, and escalating issues to management as needed.
- Manage internal and external users' access, including training staff on the proper use of the system, enforce compliance and maintain the user access list to the SharePoint system.
- Report on monthly progress of all document control and contract activities
- Prepare Operations & Maintenance document procedures and getting the records management procedures.
- Monitor and or log requests through Asset Essentials system for accuracy and completion for all scheduled and reported work orders.
- Update databases associated with inventory and invoices related to Caltrain stations.
- Perform stations and facilities visits as needed to determine improvement needs, provide input on changes, and inspect for completion.
- Additional duties as required by the Rail Operations & Maintenance Departments
- Perform all job duties and responsibilities in a safe manner to protect oneself, 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, Rail Operations and Manager, Station & Communications Maintenance 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. Development of the required knowledge and abilities is typically obtained through but not limited to:

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

- Bachelor's degree in business administration or related field or four (years) of equivalent work experience
- Three (3) years of full-time experience in managing document control and multidepartment coordination.
- Proficient in Microsoft Office applications.
- Ability to lift up to 30 lbs and able to stand or walk for extended hours during inspections.
- A Valid California driver license with safe driving record is required.
- Able to work outside regular business hours when required.

PREFERRED QUALIFICATIONS:

- One year of supervisory experience
- Experience with SharePoint and Asset Essentials
- Experience in categorizing/cataloging documents
- Developing and writing procedures
- Excellent writing and oral communication skills
- Construction, transportation, or railroad experience is a plus.

SELECTION PROCESS:

The process may include 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

Transportation: Free Caltrain Transportation for all employees.

Free Bus Transportation for all employees and qualified dependents.

Retirement: Social Security and California Public Employees Retirement Systems (CalPERS)

- 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, February 25, 2024**. 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 accommodation, please contact the Human Resources Department at (650) 508-6308.
- Caltrain 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.