



# JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.caltrain.com/about-caltrain/jobs>

Employment Hotline (650) 508-6308

---

March 22, 2024

**TITLE:** Planning Analyst II  
**EMPLOYMENT TYPE:** Nonexempt  
**DIVISION:** Rail  
**APPLICATION DEADLINE:** Sunday, April 14, 2024  
**PAY RANGE:** \$1,564 - \$2,345 per week (\$81,306 to \$121,960 est. annual)  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Planner Rail Systemwide Planning reports to the Principal Planner Rail Planning and is responsible for supporting a variety of long-range strategic planning projects and studies for the Peninsula Corridor Joint Powers Board (Caltrain).

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Support planning for Caltrain long-range rail planning initiatives including station/access plans, capital plans, feasibility studies, and related initiatives.
- Support with the implementation of planning study recommendations across multiple departments and with external partners.
- Assist in representing Caltrain on local planning efforts including the development of station area plans, general/specific plan amendments, transit-oriented development, and access studies as they relate to Caltrain stations.
- Contributes to the development and administration of project scopes, budgets, and schedules for long-range planning projects, support various capital projects.
- Collaborate with internal colleagues, external stakeholders, and the public as it relates to long- and near-term Caltrain planning efforts.

**EXAMPLE OF DUTIES:**

- Contribute to the development of schedules, scopes, and budgets for providing planning services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Participated in inter-agency station area planning efforts; represented Caltrain in intermodal working groups, city-led planning efforts, and task forces.
- Assist with Caltrain grant applications.
- Support the preparation of reports, presentations and other communications to senior staff, board members, and outside agencies and committees; respond to requests for information orally or written.
- Perform data and geospatial analysis using industry mapping and statistical computing software, manage internal and external data requests.
- Perform all job duties and responsibilities in a safe manner to protect one's self, 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 Principal Planner, Rail Planning 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:

- A bachelor's degree in urban planning, transportation planning, transportation engineering, public policy, or related field.
- Two years of full-time progressively responsible planning experience.
- Additional years of experience may be substituted for the educational requirement if it demonstrates the ability to successfully perform the essential functions of this position.

### **PREFERRED QUALIFICATIONS**

- A valid California driver's license with a safe driving record preferred.
- Programming and modeling skills are desirable.
- Excellent analytical, written, and verbal communication and presentation skills are required.
- Proficiency in Microsoft Office applications, including Word, Excel, and PowerPoint is required.
- Experience working with geographic information systems (GIS) and graphics software, such as Adobe Creative Cloud, is desired.

### **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, April 14, 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.