



# JOB OPENING ANNOUNCEMENT

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

Employment Hotline (650) 508-6308

April 8, 2022

**TITLE:** Planner (Caltrain Planning)  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Rail  
**APPLICATION DEADLINE:** **Friday, April 29, 2022**  
**PAY RANGE:** \$1,564 - \$2,345 per week (\$81,306 to \$121,960 est. annual)  
**WORK LOCATION:** San Carlos, California  
**WORK SCHEDULE:** Hybrid Work Schedule

**JOB SUMMARY:** The Planner (Caltrain Planning) reports to the Principal Planner, Rail Planning and is responsible for supporting long-term strategic planning initiatives, station area plans, feasibility studies, and capital projects within the Peninsula Corridor Joint Powers Board (Caltrain) Corridor.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Assist with the preparation of Caltrain planning documents including station area plans, capital plans, feasibility studies, and related initiatives.
- Perform data and geospatial analysis through the use of mapping and statistical computing software.
- Collaborate with internal colleagues, external stakeholders, and the general public as it relates to planning efforts.
- Provide support on implementation of planning study recommendations across multiple departments and with external partners.

## **EXAMPLES OF DUTIES:**

- Perform data and geospatial analysis to support the development of planning project recommendations.
- Manage internal and external data requests.
- Assist with the development of technical reports summarizing policy and financial information to support strategic planning decisions.
- Prepare memos, staff reports and presentations for internal and external stakeholders.
- Assist with the development of project scope, schedule, and budget for planning projects.
- Support project management functions including tracking schedules, budgets, and scopes for planning projects.
- Schedule, coordinate and prepare minutes from internal and external meetings, including staff working groups and stakeholder and technical advisory groups.
- Staff outreach events and effectively communicate planning efforts to members of the public.
- 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 to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** Works under the supervision of the Principal Planner who establishes goals and objectives, monitors and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in transportation/urban planning, public administration, or a closely related field.
- Two (2) years of professional planning experience.
- One (1) year of transportation planning experience.

## **PREFERRED QUALIFICATIONS:**

- Knowledge of transit planning and multimodal transportation planning concepts and best practices.
- Knowledge of social equity principles and best practices for integrating equity into transportation planning.
- Experience working with geographic information systems (GIS).
- Possess effective oral and written communicate skills.
- Advanced knowledge using Excel, Microsoft 365

**SELECTION PROCESS MAY INCLUDE:** The process will include a panel interview and may include written and skills test assessments or supplemental questions. 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. Selected candidate must successfully complete a background investigation.

## **CURRENT EMPLOYMENT BENEFITS:**

For further benefit details please go to: [https://www.smctd.com/SMCTD\\_Employment.html#benefits](https://www.smctd.com/SMCTD_Employment.html#benefits)

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Time Off:	Paid Time Off: 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance, and more
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"><li>○ Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation</li><li>○ New Members – 2% @ 62 benefit formula, 3 year average of highest compensation</li></ul>

## **HOW TO APPLY:**

- To apply, please visit the <https://www.caltrain.com/about/Jobs.html>. Complete an online employment application and supplemental questionnaire by 11:59 pm on Friday, April 29, 2022. A resume will not be accepted in lieu of the application and supplemental questionnaire. 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 or email written request to [hr@samtrans.com](mailto:hr@samtrans.com).
- 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 encourage to apply.