



JOB OPENING ANNOUNCEMENT

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

Employment Hotline (650) 508-6308

March 29, 2021

TITLE: Principal Planner (Policy & Programming)
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Rail
APPLICATION DEADLINE: Friday April 22, 2022
PAY RANGE: \$2,117 - \$3,176 per week (\$110,089 to \$165,134 est. annual)
WORK LOCATION: San Carlos, California

JOB SUMMARY: The Principal Planner (Policy & Programming) reports to the Deputy Director, Caltrain Policy Development and is responsible for supporting the development of strategic transit planning and policy studies and initiatives for the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Responsible for development and management of Caltrain policies, strategic initiatives, and short- and long-term rail plans, projects, and programs.
- Manages the development of medium- and longer-term ridership projections, and assists with the development and communication of operating and capital needs forecasts, in close coordination with other planning staff, departments, partner agencies, and consultants.
- Maintains and updates existing Caltrain planning policy tools such as the Rail Corridor Use Policy. Monitors policy adherence and suggests areas for process improvement and adjustment.
- Represents Caltrain on regional studies and policy initiatives, such as Plan Bay Area and the Transit Fare Coordination and Integration Study
- Supports the development of Caltrain grant applications and funding requests, and monitors and prepares required local, regional, State and federal reports, such as Short Range Transit Plans; Metropolitan Transportation Commission (MTC) Transit Sustainability reports; Regional Transportation Plan submittals; and others.
- Serves as project manager for strategic rail projects, policies, and plans; develops and monitors project scopes, methodology, evaluation criteria, budgets, and schedules for projects related to strategic planning for Caltrain; and communicates progress and results to internal stakeholders and to external entities and the public.
- Cultivates strategic working relationships with external partners. Effectively communicates complex policy issues through writing and presentations, and develops appropriate processes to support stakeholder involvement and input.
- May supervise staff, as needed. Hires, mentors and takes appropriate corrective and/or disciplinary action as needed. Ensures EEO and affirmative action policies and procedures are followed. Participates in staff selection; coordinates staff training and professional development as needed. Establishes performance objectives; monitors and evaluates employee performance as needed.

EXAMPLES OF DUTIES:

- Establish schedules and methods for providing planning services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Review, analyze, and develop analytical studies to make policy recommendations for on-going initiatives and/or projects for Caltrain.
- Manage the selection and performance of consultant contract services for technical support; approve and monitor project schedule to ensure timely completion in accordance with agency standards.
- Closely coordinate and communicate with internal and external stakeholders on Caltrain policies, projects, and plans.
- Prepare and present reports and communicate to public agencies, officials, senior staff, Board members, and outside agencies and committees.

- Assist in the preparation and administration of the department's budget including submission of budget recommendations and monitoring of expenditures.
- Evaluate job performance of staff, including professional development of staff through the identification of on-the-job and other professional development opportunities.
- 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: Work under the general supervision of the Deputy Director, Caltrain Policy Development, 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 urban planning, transportation planning, transportation engineering, economics, public policy or related field.
- Four (4) years of full time progressively responsible planning experience in the above disciplines.

PREFERRED QUALIFICATIONS:

- Two (2) years of supervisory experience.
- Excellent analytical, written, and verbal communication and presentation skills.
- Proficiency in Microsoft Office applications.
- A valid California driver's license with a safe driving record is required.

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

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"> ○ 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/Jobs.html>. Complete an online employment application and supplemental questionnaire by 11:59 pm on Friday, April 22, 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.
- 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.