



# JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

December 15, 2022

**TITLE:** Principal Planner-Policy & Programming  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Rail, Planning  
**APPLICATION DEADLINE:** Sunday, January 8, 2023  
**PAY RANGE:** \$2117-3176 per week (\$110,089- \$165,134) est.

## JOB SUMMARY:

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

## EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develop and manage Caltrain policies, strategic initiatives, and short- and long-term rail plans, projects, and programs.
- Manage and communicate about forecasting efforts for Caltrain, including medium- and longer-term ridership projections and operating and capital needs forecasts, in close coordination with other planning staff, departments, partner agencies, and consultants.
- Develop Caltrain grant applications and funding requests.
- Analyze population growth, land use patterns, ridership trends and forecasts, and travel patterns.
- Maintain and update existing Caltrain planning policy tools, such as the Rail Corridor Use Policy. Monitor policy adherence and suggest areas for process improvement and adjustment.
- Represent Caltrain on regional studies, programming, and policy initiatives.
- Prepare required local, regional, State, and federal reports, such as Short-Range Transit Plans, Regional Transportation Plan submittals, and others.
- Effectively communicate complex policy issues through writing and presentations. Prepare reports and presentations and communicate with senior staff, Board of Directors, committees, outside public agencies, and city councils; respond to requests for information.
- Develop project scopes, methodology, evaluation criteria, budgets, and schedules for projects related to strategic planning and programming for Caltrain. Communicate progress and results to internal stakeholders and to external entities and the public.
- Cultivate strategic working relationships with internal and external partners. Develop with appropriate processes to support stakeholder involvement and input.
- May supervise staff, as needed. Hire, mentor and take appropriate corrective and/or disciplinary action as needed. Ensure EEO and affirmative action policies and procedures are followed. Participate in staff selection; coordinate staff training and professional development as needed. Establish performance objectives; monitor and evaluate employee performance as needed.

## EXAMPLES OF DUTIES:

- Establish schedules, scopes, 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.

**Peninsula Corridor Joint Powers Board, 1250 San Carlos Ave., San Carlos, CA 94070-1306**

- Prepare reports and visual materials; communicate with public agencies, officials, senior staff, Board members, and outside agencies and committees.
- May supervise and 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 to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** This position Principal Planner works under the general supervision of the Deputy Director, Caltrain Policy Development, who establishes goals and objectives, and 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:

- A 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 or a combination of education and experience demonstrating the ability to successfully perform the essential functions of this position.

**PREFERRED QUALIFICATIONS:**

- Two (2) years of supervisory experience
- Knowledge of GIS or mapping software plus experience using Adobe Illustrator or InDesign is highly desirable.
- Excellent analytical, written, and verbal communication and presentation skills.
- A valid California driver's license with a safe driving record.
- Proficiency in Microsoft Office applications, including Word, Excel, and PowerPoint.

**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.

**EMPLOYEE BENEFITS:**

For additional information on SamTrans benefits, please visit, <https://www.caltrain.com/about-caltrain/jobs>

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 transportation on Caltrain for employees. 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 [www.caltrain.com/about/Jobs.html](http://www.caltrain.com/about/Jobs.html). Complete an online employment application and if required the supplemental questionnaire by 11:59 pm on **Sunday, January 8, 2023**. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete applications 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 encouraged to apply.