



# JOB OPENING ANNOUNCEMENT

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

Employment Hotline (650) 508-6308

August 18, 2023

**TITLE:** Rail Operations Analyst III  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Rail Operations and Maintenance  
**APPLICATION DEADLINE:** Sunday, September 3, 2023  
**PAY RANGE:** \$1913 - \$2870 weekly (\$99, 511 - \$149,267 estimated annual)  
**WORK LOCATION:** Menlo Park, CA

**JOB SUMMARY:** The Rail Operations Analyst reports to the Manager, Rail Operations and will be responsible for leading and coordinating projects, service and data analysis related to the operations and maintenance of the Peninsula Corridor Joint Powers Board (Caltrain).

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Lead technical and complex projects that impact Rail Operations and Maintenance's efficiency, economy, operations, and activities.
- Designs, collect, analyze and maintains data systems and databases.
- Prepares reports and presents findings to internal and external stakeholders.
- Participates and/or lead 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:**

- Collaborate with the various departments, transit agencies and contractors to capture and interpret data, analyze results using statistical techniques and provide ongoing reports.
- Lead and/or coordinate special service operating plans/events, evaluate past ridership patterns and provide recommendations.
- Build workflows, charts, and diagrams.
- Perform complex analysis, coordinates with staff collection of performance indicators, monitor trends to identify areas of improvements.
- Work closely with Rail Operations & Maintenance management providing data analysis on key performance indicators.
- Participate in the development of requirements for databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
- Identify, analyze, and interpret trends or patterns in complex data sets.
- Perform industry research on organizational efficiencies.
- Support management in compiling rail relation information and prepare reports.
- 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 Manager, Rail Operations 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:

- Bachelor's degree in computer science, Information Management, Statistics or Transportation Planning or a closely related field.
- Three (3) years of full-time progressively responsible experience in service operations, data analysis or project management.

**PREFERRED QUALIFICATIONS:**

- Proficient in Microsoft Office suite and advance experience with Excel.
- Able to communicate effectively orally and in writing.
- Ability to work across multiple departments.
- Ability to lift to 30 lbs. and able to stand or walk for extended hours during inspections.
- Valid California driver license with safe driving record is required.
- Able to work outside business hours when required.
- Knowledge of analytical and data visualization tools.
- Experience with project management.
- Strong and effective written and oral communications skills.
- Presentation skills.

**SELECTION PROCESS:**

The process may include a 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 bus transportation for employees and qualified dependents Free transportation on Caltrain for employees
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-caltrain/jobs>. Complete an online employment application and supplemental questionnaire by 11:59 pm on **Sunday, September 3, 2023**. 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 an accommodation, please contact the Human Resources Department at (650) 508-6308.
- SamTrans 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.

