



# JOB OPENING ANNOUNCEMENT

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

Employment Hotline (650) 508-6308

September 8, 2023

**TITLE:** Administrative Analyst III  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Rail Contracts & Budget  
**APPLICATION DEADLINE:** Sunday, September 24, 2023  
**PAY RANGE:** \$1,914 - \$2,871 per week (\$99,511 – \$149,267 estimated annual)  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Administrative Analyst III (Rail Contracts & Budget) reports to the Manager, Rail Contracts & Budget, and is responsible for performing a wide variety of analytical and program management in support of Rail Contracts and Budget for the Peninsula Corridor Joint Powers Board (Caltrain).

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Monitor and respond to internal and external stakeholders on operating and capital budgets for the Rail Division.
- Monitor Rail contract agreements to ensure compliancy.
- Develop summary reports on Rail budgets and contracts.
- Assist in utilizing financial resources to support capital and operating programs.
- Develop Standard Operating Procedures (SOPs), manuals, training materials and templates for internal and external customers.
- May supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

## **EXAMPLE OF DUTIES:**

- Perform financial analysis of proposed expenditures for services and/or other extra work/projects to assure consistency with approved budgets.
- Oversee staff activities, administer contracts, write specifications, and ensure compliance with budget policies.
- Monitor, evaluate, analyze, and process invoices.
- Assist in the budget preparation process for annual, long-range operating, and capital budgets.
- Research and resolve contract disputes, including facilitating contract claim settlements, and budget variance issues.
- Develop cost-efficient options for the expenditure of Rail Division funds.
- Evaluate job performance of staff which also includes the 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 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, Contracts & Budget 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 business, Accounting, Finance, Engineering, or closely related field
- Three (3) years of full-time progressively responsible experience in contract administration, budgeting, and financial analysis.
- One year of supervisory experience.

**PREFERRED QUALIFICATIONS:**

- Experience working with Enterprise Resource Program – ERP (e.g., PeopleSoft, or other financial enterprise system).
- Experience working in the Public Sector.
- Possess effective written and oral communication skills.
- Possess proficiency at an advance-level in Microsoft Excel.

**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 transportation for employees on Caltrain 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-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.