

**July 14, 2023**

**TITLE:** Planning Analyst III (2 Positions)

- Bus Operations Planning
- Bus Stop Planner

**EMPLOYMENT TYPE:** Exempt (Full-Time)

**DIVISION:** Planning

**APPLICATION DEADLINE:** **Sunday, August 13, 2023**

**PAY RANGE:** **\$1,729.78 - \$2,594.69 weekly (\$89,949 - \$134,924 estimated annual)**

**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Planning Analyst III reports to the Manager, Bus Operations Planning or their designee and is responsible for supporting the design and planning of SamTrans' fixed-route bus service for the San Mateo County Transit District.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Responsible for the development of the fixed-route bus routes and schedules based on compliance with the Bus Operators' Collective Bargaining Agreement, SamTrans Service Policy Framework, the Reimagine SamTrans recent comprehensive operational analysis, industry best practices and standards, and special event needs. Assess the needs of bus stops, building on the work of the Bus Stop Improvement Plan, and support implementation of bus stop improvements.
- Conduct fieldwork and research to gather information on various District facilities, operations, and service.
- Conduct analysis and prepare reports on bus service productivity, ridership trends, and revenue projections. Coordinate changes with internal stakeholders.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure Equal Employment Opportunity and affirmative action policies and procedures are followed. Participate in the selection, and coordination of staff training and professional development. Establish performance objectives, monitor, and evaluate employee performance.
- Prepare and present agency planning initiatives at meetings both internally and externally.

**BUS OPERATIONS PLANNING ADDITIONAL FUNCTIONS**

- Assist in the development of policies, procedures, and projects including transit and transportation studies (including preparation of planning transit documents, analyses, and related initiatives).
- Coordinate planning activities, including ad hoc and project-formed committees, with various departments within the District. Conduct public and operator outreach.

**BUS STOP PLANNER ADDITIONAL FUNCTIONS**

- Lead the bus stop change process to support changes to routing of fixed route bus routes, as well as the launch of new bus routes. Coordinate changes with internal stakeholders.
- Prepare materials, develop strategy, and present agency planning initiatives at meetings both internally and externally including presenting goals and objectives of planning projects, with emphasis on communicating bus stop-related changes.

## **EXAMPLES OF DUTIES:**

- Write reports and make presentations to SamTrans staff, local political boards, community groups, and various private and public agencies.
- Maintain the departmental databases as needed.
- 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 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.

## **BUS OPERATIONS PLANNING ADDITIONAL DUTIES**

- Prepare, review, and analyze bus service and performance; make improvement recommendations based on performance data, public requests, and stakeholder feedback.
- Lead committees and interdepartmental task forces as needed.
- Audit bus service changes for compliance with SamTrans Title VI programs

## **BUS STOP PLANNER ADDITIONAL DUTIES**

- Lead planning and coordination of installation/removal of temporary and permanent bus stops to accommodate long-term construction and transit service needs.
- Serve as an internal and external liaison for bus stop matters by coordinating multiple departments (including Bus Operations, Facilities, Customer service, Government and Community Affairs), partner transit agencies, and the multiple cities and counties SamTrans serves to secure necessary permits and approvals for bus stop changes and improvements. Collaborate with the facilities team to secure appropriate permits for bus stop installations.
- Assess existing and future bus stop spacing in accordance with the stop spacing guidelines in the SamTrans Service Policy Framework. Plan temporary detours, special service, and bus stop closures.
- Review site plans from private developments and public construction projects to provide comments for improving bus stop quality and access across the service area.

**SUPERVISION:** Works under the general supervision of the Manager, Bus Operations Planning, 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 city/urban planning, transportation, or closely related field.
- Three (3) years full-time professional experience in transportation scheduling or service planning. Additional education, such as a graduate degree in one of the above disciplines from an accredited college or university, may be substituted for experience on a year-for-year basis.
- One year of lead or supervisory experience.
- Experience may be substituted for education on a year-for-year basis, with at minimum an associate degree.

## **PREFERRED QUALIFICATIONS:**

- Knowledge of concepts, principles, techniques, and legal aspects of transportation planning; research methods; governmental organizations and operations; community interrelationships; basic supervision methods and principles; and project management methods and techniques.
- Advanced-level skill in spreadsheet programs (i.e., MS Excel).
- Working experience using automated scheduling and run-cutting software (such as Trapeze, HASTUS/GIRO, etc.).
- Experienced working with Geographical Information System (GIS) mapping.

**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.

## **CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:**

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

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| Holidays:        | Seven (7) paid holidays, plus up to four (4) floating holidays per year  |
| Paid Time Off:   | Up to 26 days per year   |
| Cafeteria Plans: | Medical, dental, vision care, group life insurance and more  |
| Transportation:  | Free Bus Transportation for employees and qualified dependents   |
| Work Location:   | Select positions are eligible to work remote up to 50% of the time   |
| Pension:         | 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.samtrans.com/jobs>. Complete an online employment application by 11:59 p.m. on Sunday, August 13, 2023. A resume will not be accepted in lieu of the application. 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 [recruitment@samtrans.com](mailto:recruitment@samtrans.com).
- 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.