

JOB DESCRIPTION

Job Title: Planning Manager II

FLSA Status: Exempt

Salary Grade: 10

PURPOSE OF POSITION

The Planning Manager II will perform a wide range of planning duties including manage and execute activities for regional, multi-modal transportation, capital program development and environmental review projects for the continued growth and viability of Metrolink.

DISTINGUISHING CHARACTERISTICS

This is the senior level of the Planning Manager series. At this level, incumbents will be able to work with minimal direction and utilize sound judgement; serve as a subject matter expert who possesses the requisite knowledge, skills, abilities, and experience to manage multiple complex projects. The position will be responsible for managing internal staff and/or consultants.

SUPERVISION EXERCISED AND RECEIVED

- This position reports to Executive or Director level management
- This position will be responsible for supervising and monitoring performance for Authority staff and/or consultant teams.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Conducts complex planning, implementation, funding and analytical projects and programs.
- Assumes management responsibility on major transportation and research studies and projects.
- Applies, develops, and evaluates analytical, quantitative and statistical tools and their results.
- Provides technical support and makes presentations to public and private groups on Metrolink projects and programs.
- Participates in regional and statewide transportation forums.
- Participates in developing program guidelines, strategies, and policies for capital projects, service design, stations and facilities.
- Negotiates and executes cooperative agreements and Memoranda of Understanding with various agencies.
- Develops and negotiates scopes of work, financial plans, schedules, contracts, and agreements.
- Conducts analysis and makes policy recommendation on state of good repair and asset management.
- Develops and monitors forecasts, impacts and budgets for plans, programs and projects.
- Evaluates the costs, benefits, and risks of alternative funding plans, programs, and projects.
- Manages contractor/consultant contracts.
- Analyzes and manages contractor budgets.
- Conducts analyses and makes recommendations regarding third party projects that are adjacent to or may impact Metrolink right of way or facilities.



- Prepares comprehensive reports, correspondence and presentations.
- Communicates and implements safety rules, policies, and procedures in support of the agency's safety vision and goals; and maintains accountability for the safety performance of all subordinate employees.
- Perform research using advanced analytical and planning methods and metrics with the goal of achieving cost savings, revenue enhancements, and/or improved processes.
- Supports development of capital programs including cost estimation, early planning, and advancing the environmental clearance / review process.
- Coordinate with other Authority departments to evaluate operational, planning, and safety issues with BNSF, UPRR freight railroads, Amtrak, the California High Speed Rail Authority, and other railroads.
- Review environmental documents of outside agency or private projects that are being planned in close proximity to the SCRRRA rail system.
- Develop and maintain relationships with service partners such as other transit operators to improve service coordination, communication and collaboration for complementary efforts.
- Collaborate with SCRRRA staff and stakeholders, including regional planning and regulatory organizations.
- Serve as lead in preparing Title VI triennial report; Title VI program updates and public participation plans.
- Manage compliance requirements associated with Title VI audits; Title VI Equity analysis for service changes.
- Represent agency on Title VI requirements before Federal Transit Administration.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree in Urban Planning, Engineering (Civil, Transportation, Structural, Industrial, Mechanical, Architecture, etc), Public Policy, Business Administration, Public Administration, Economics, Operations Research, Project / Construction Management, or a related area.
- A minimum of seven (7) years of progressively responsible work experience in transportation planning and project development.
- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills, and abilities, may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.

Preferred Qualifications

- Master's degree

Knowledge, Skills, and Abilities

Knowledge of:

- Applicable local, state, and federal laws, rules, regulations, and policies governing public procurement and complex contract administration processes
- Theories, principles, and practices of contract administration for public agencies
- The Authority's operations and business processes



Skilled In:

- Microsoft Office Suite
- Geographic Information Systems (GIS) and related tools
- Project management software
- Use of budgeting software (Oracle)

Ability to:

- Communicate effectively, both orally and in writing, to individuals and groups at all levels within and outside of the organization
- Manage multiple projects

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Updated: October 2025

