

July 9, 2024**RECRUITMENT ANNOUNCEMENT**
Planning Analyst**Position Salary Range: \$68,841.52 – \$98,151.57**
Excellent Benefits Package**Open Until Filled****Who We Are:**

The Salem Area Mass Transit District, known as Cherriots, is a great public transit system. We work hard every day to give our customers the best experience possible. We provide local, regional, and paratransit services in Marion and Polk counties. But we do more than just transportation. We help people get to jobs, shopping, and schools. We help businesses find more workers. We ensure that people can enjoy recreational, social, faith-based, and other activities without needing a car.

About the Role:

Under the administrative direction of the Service Planning Manager, the Planning Analyst will play a critical role in analyzing data, writing reports, conducting research, and developing innovative ideas and recommendations to reimagine and enhance service efficiency and effectiveness. This position will collaborate with cross-functional teams to assess current transit infrastructure, identify areas for improvement, and propose strategies to optimize service delivery while promoting equity and accessibility. The ideal candidate will possess a strong data processing and synthesis background, excellent communication skills, and a passion for creating sustainable, innovative, cost-effective, and equitable transportation solutions.

How You Will Make an Impact:

- Analyze transit system performance data, route productivity, and service efficiency to help understand why routes are succeeding or underperforming.
- Evaluate ridership trends by route, time of day, day of week, and corridor to identify areas for improvement and provide service enhancement recommendations to promote efficient and reliable transit services.
- Analyze travel demand patterns and behavior changes since the COVID-19 pandemic and develop innovative and cost-effective ideas to increase ridership.

- Collaborate with stakeholders, including transportation agencies, local governments, and community groups, to gather input, address concerns, and facilitate consensus on transit planning initiatives.
- Support the development of transit service plans, including route alignments, frequency adjustments, and infrastructure investments, to enhance accessibility and connectivity.
- Prepare clear and concise reports, presentations, and visualizations to communicate findings, recommendations, and project updates to internal and external stakeholders.
- Stay informed about emerging trends, technologies, and best practices in transit planning and transportation policy, particularly those related to equity and Title VI compliance.
- Monitor and evaluate the implementation of transit plans and policies to ensure effectiveness, equity, and compliance with Title VI regulations.
- Perform additional duties as assigned.

What You Will Need to Be Successful in this Role:

- Proficiency in Microsoft Office Suite and data analysis tools, e.g., Excel, R, Python.
- Experience with transit planning software, e.g., Trapeze, Remix, and Transit Boardings Estimation and Simulation Tool (TBEST), is preferred but not required.
- Ability to work independently, manage multiple projects simultaneously, and meet deadlines in a fast-paced environment.
- Passion for sustainable transportation and urban development; committed to promoting equity and accessibility in transit systems.
- Strong understanding of best practices related to data management, analysis, and presentation.
- Strong analytical skills with the ability to interpret complex datasets, conduct quantitative analysis, and generate actionable insights for decision-making.
- Excellent communication skills, with the ability to effectively collaborate with diverse stakeholders and present technical information to non-technical audiences.
- Knowledge of transit operations, regulatory requirements, and industry standards.

Special Requirement:

- Pass a background check.

Required Education and Experience:

- A minimum of two years of planning experience, preferably in transit service planning. **OR** Any satisfactory, equivalent combination of related experience and training that provides the required knowledge, skills, and abilities listed above.
- Bachelor's in urban planning, geography, statistics, or related field. **OR** A combination of education and experience that provides the required knowledge, skills, and abilities to perform the position's essential functions. SAMTD reserves the

right to determine the equivalences of education and experience.

- If the employee wishes to drive a District vehicle, they must present the District with a valid Oregon driver's license and maintain a driving record that demonstrates adherence to safety and traffic laws and regulations.

Physical Requirements:

- Frequent use of a calculator, phone, printer, computer, and related hardware.
- A person must be able to stand, sit, see, hear, talk, use hands to type, handle, or feel tools or controls, and use hands and arms to reach.
- Occasionally, lifting or moving up to 30 pounds is also required.

Working Conditions:

- Work will be indoors and outdoors - occasionally, there is direct exposure to adverse weather conditions.
- May have prolonged periods of standing or walking.
- Must travel occasionally to attend meetings and conferences and perform position duties.

To apply, please submit the application to our Human Resources Department.

Applications may be submitted in person, by email, fax, or mail. Cherriots is not responsible for lost or delayed mail.

Resumes instead of the official Cherriots application will not be accepted.

To obtain an application:

Email: You may request that an application and recruitment announcement be sent to you by emailing recruitment@cherriots.org. Application materials will be sent via email.

- ❖ Internet: You may download application materials in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from the Salem Area Mass Transit District's careers page. Refer to specific current job opportunities of interest at our website: Cherriots.org/careers.
- ❖ Telephone: You may request that an application be sent to you by calling the Human Resources Department at 503-588-2424. Application materials will be sent via email or mail.
- ❖ Fax: You may request that an application be sent to you by faxing the Human Resources Department at 503-361-7532.
- ❖ Mail: You may request an application via mail.
Cherriots
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

Equal Opportunity Employer

As an equal opportunity employer, we strive for a workforce that reflects our community. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. We are committed to providing reasonable accommodations to applicants and employees who need them because of a disability or practice or in observance of their religion, absent undue hardship.



SALEM AREA MASS TRANSIT DISTRICT
Non-Bargaining Employee Benefits

as of 7/1/2024

At time of hire

- **Medical and Prescription Insurance** - your choice of Regence Blue Cross Blue Shield or Kaiser Permanente - premium is 100% paid by District
- **Vision and Hearing Insurance** - Ameritas - premium 100% paid by District
- **Dental Insurance** - Delta Dental / MODA - premium 100% paid by District
- **Health Retirement Account** - HRA VEBA - \$1,500 provided by District annually, prorated deposit received at date of hire
- **Sick Leave** - 3.70 hours, accrued bi-weekly
- **Vacation Leave** - Accrued bi-weekly, accrual schedule starts at:
0-2 years of service | 3.08 hours bi-weekly | 10 days per year
- **10 Paid Holidays per year**
 - New Year's Day
 - Martin Luther King Jr. Day
 - Presidents Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving Day
 - Christmas Day
- **Employee Assistance Program (EAP)** - Confidential assistance with personal problems
- **Universal Bus Pass** - Ride Cherriots buses for free

- **Long Term Disability Insurance** - Reliance Standard
- **Life Insurance, Accidental Death & Dismemberment Insurance** - Reliance Standard
 - \$50,000 for employee - 100% paid by District
 - \$2,000 for spouse - 100% paid by District
 - \$1,000 for dependents - 100% paid by District
- **Employee Retirement Profit Sharing Plan** - MissionSquare Retirement
 - The District contributes 5% of employee's earnings, and;
 - The District matches up to 5% of employee 457 contributions
- **Family Bus Pass** - Eligible dependents ride Cherriots buses for free

MORE
BENEFITS 



SALEM AREA MASS TRANSIT DISTRICT
Voluntary Employee-Optional Benefits
(Employee Funded)

- **Voluntary Supplemental Life Insurance** - Reliance Standard
 - Guaranteed issue of \$100,000 for employee, \$20,000 for spouse and \$15,000 for child(ren)
- **Deferred Compensation Plan** - MissionSquare Retirement
- **Legal and Identity Protection** - LegalShield and IDShield
- **Flexible Spending Account (FSA)** - Professional Benefits Services

NOTE:

This is only a summary of benefits provided by Salem Area Mass Transit District for employees and dependents and should not in any way be construed as the full information on these benefits. For further details and requirements, please refer to Personnel Policies and Contracts of Insurance.