



**JOB TITLE:** Compliance Specialist

**LAST REVISION DATE:** August 2022

**DEPARTMENT:** Compliance & Procurement

**EEO:** Professional

**REPORT TO:** Assistant Vice President, Regulatory Compliance

**FLSA:** Exempt, Full-time

**SALARY GRADE:** 103

**SALARY RANGE:** DOQ \$49,151.00-\$51,439.00 annually

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### **PURPOSE OF JOB**

Responsible for ensuring accuracy and consistency across the DCTA organization in the execution of processes related to document controls, purchasing & expenditures, agency performance reporting, and agency accountability reporting. Maintains standards and serves as the organization's subject matter expert for policies and procedures related to these job functions. Establishes processes and procedures and coordinates with internal stakeholders to enable efficient execution of work tasks

### **ESSENTIAL FUNCTIONS**

1. Assists in monitoring the performance of work across the organization to ensure compliance with federal and state law, policies, procedures, work programs and budgets.
2. Serve as central point of contact for project and operations-related purchase requests, purchase orders, and invoicing. This requires the individual to have strong working relationships within the organization and functional understanding of the work being accomplished by the various project and operational teams being supported.
3. Ensure consistency, accuracy, and timeliness in ridership reporting across all modes. Support daily, weekly and monthly ridership reporting by ensuring data is presented by modal points of contact in correct form, on-time, to the required data repositories.
4. Responsible for reporting ridership and other required information into the Federal Transit Administration's National Transit Database. Understand key metrics across all modes and ensure consistency, accuracy, and timeliness of required inputs into NTD.
5. Responsible for completion, accuracy, and timeliness of other regularly required federal reports including, but not limited to Disadvantaged Business Enterprise, Drug and Alcohol, and Safety data Reporting
6. Assist preparation for and completion of Triennial Review records compilation
7. Responsible for establishing and maintaining document control and records retention policies and procedures across the organization. Create records review and retention program based on applicable administrative code and regulations, train responsible staff members on the program, and ensure accountability.
8. Supports execution of individual projects across all departments, as required, by maintaining project records, monitoring, and maintaining project budget, approving invoices, and executing other tasks as directed by the assigned Project Manager.
9. Performs other related duties and responsibilities as required.

### **REQUIREMENTS TO PERFORM WORK**

#### ***Knowledge of:***

- Project Management techniques.
- Interpersonal relations, problem solving, research, teaming, and persuasiveness.
- Transit or Related Service Operations
- Principles and practices of routine analytical research.
- Principles and practices of report writing.
- English usage, spelling, grammar, and punctuation.
- Modern office methods, procedures, and computer equipment.
- Principles and practices of supervising and evaluating performance.
- Microsoft Office suite, including Word, Excel, Outlook

**Ability to:**

- Communicate ideas effectively and persuasively both in writing and orally.
- Establish and maintain effective relationships with those contacted in the course of work.
- Exercise independent initiative and judgment.
- Understand and follow oral and written instructions.
- Ability to work in a small and busy team.
- Collect and analyze data and make appropriate recommendations.
- Computer literacy, ability to be self-supporting.
- Analytical skills and ability to assimilate and process information on a wide variety of issues and for a wide variety of audiences.
- Manage a complex workload and to plan and prioritize.

**The ideal candidate will:**

- Possess a positive attitude, and practices good judgement, while open to receiving/providing feedback
- Hold the ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and for the co-workers he/she interacts with. Interested in partaking in group development and team building activities
- Be open to collaborate and work in a team-oriented and helping environment
- Possess an influential and welcoming communication style
- Foster a culture that values critical thinking and problem solving; and encourages constructive feedback, engagement, inclusion, and diversity at all levels

**EXPERIENCE AND TRAINING**

Minimum of an Associate's degree from an accredited college or university in Business, Management or a closely related field, Bachelor's preferred, or an equivalent level education and relevant work experience.

Three (3) years of progressively responsible experience in the management of projects involving construction and program controls, with a strong emphasis on design and construction of rail transit systems and facilities. Public transportation and/or rail experience is highly desirable.

**Special Requirements:** Hold a current Texas Driver's License (Class - C) or able to obtain within 6 weeks of hire

**PHYSICAL ACTIVITIES**

Physical activity includes, but is not limited to: On a continuous basis, sit at a desk for long periods of time; use a computer and monitor for long periods of time, intermittently twist and reach office equipment; write or use keyboard to communicate through written means; lift moderate weight; reaching above the waist, reaching below the waist, and reaching waist to shoulder to reach inventory on shelves; repetitive motion when using computer keyboard; occasionally driving short and long distances for meeting attendance; data collection; observation of transit projects and operations during field work; and talking and hearing when dealing with customers, vendors, etc. Must have the mental and visual ability to read and write semi-complex materials such as reports, reference manuals, and instructions.

**Additional perks and benefits that accompany full-time employment with DCTA:**

- Flexible office hours are permitted, given a regular 8-hour workday that brackets the agency's core hours from 9:00am – 4:00pm (i.e., 7:30 am to 4:30pm, or 9:00am to 6:00pm). These flex hours are coordinated with your supervisor.
- One 8-hour paid day off for your birthday.
- Employee portions of Medical and Dental benefits are 100% paid by the employer.
- If you have utilized a Proportionate Retirement Program in the past, the service time transfers to DCTA's retirement system, TCDRS. The following systems apply:
  - Texas Municipal Retirement System (TMRS)

- Employees Retirement System (ERS)
- Judicial Retirement System of Texas (JRS)
- Teacher Retirement System of Texas (TRS)
- City of Austin Employees Retirement System (COAERS)
- Expanding time-off accruals: 12 days of vacation time accrued for the first year, increasing by one day each year, with a max of 17 days annually. Additionally, employees earn 12 days of sick time each year, 1 personal day, 2 floating holidays, 1 birthday, 8 fixed holidays, and the ability to earn two additional days off through the Wellness Program.
- DCTA strives to continually improve our Servant Leadership culture. We pride ourselves in having an open, caring, and communicative community of employees, with the drive to help build each other up.
- Flexible dress code: business casual, allowing jeans every day (unless otherwise specified for external/special meetings, events, etc.).
- Extensive Wellness Program, including several opportunities to volunteer with the agency, sporadic lunch and learn events, chair massages, the potential to earn two extra days off each year, and continual efforts to improve wellness throughout the agency.

