



## JOB ANNOUNCEMENT

---

<b>Position Title</b>	<b>Compliance and DBE Officer</b>
<b>Supervises</b>	<b>No</b>
<b>FLSA Status</b>	<b>Exempt</b>
<b>Pay Grade</b>	<b>M on Georgia Statewide Salary Plan (\$46,310.72 to \$81,043.76)</b>

The State Road & Tollway Authority (SRTA) has a Compliance and DBE Officer opportunity available within the Legal division for a hands-on, detailed, organized, and focused team player.

### **Job Summary**

The Compliance and DBE Officer is responsible for assisting the Xpress and vanpools programs with maintaining compliance with Federal Transit Administration (FTA) laws, regulations, rules, etc., Disadvantaged Business Enterprise (DBE) program requirements, and any other compliance with other State of Georgia laws, rules and regulations as requested by the General Counsel (GC) (collectively, the “Requirements”). The position will assist the various agency units in complying with the Requirements, by providing training, written processes, procedures, policies, to include advice, support, and recommendations.

### **Responsibilities**

- Ensures that the Agency’s comprehensive policies and procedures are continuously monitored, evaluated, and updated as needed.
- Maintains Triennial compliance related to the Xpress and vanpool programs ensuring that all records and procedures are reviewed and/or updated, maintained, collected, and submitted as appropriate.
- Performs review of sub recipients, contractors, consultants and vendors as to ensure FTA and State compliance.
- Identifies and reports potential process issues to the GC and other agency officers as appropriate or as otherwise directed by the General Counsel; providing assistance and recommendations for best practices and problem resolution with any necessary corrective action. Follows up to ensure compliance is achieved and maintained.

- Manages the agency's policies and procedures manual working with the appropriate unit(s) to make any required revisions in accordance with industry standards and federal/state requirements/regulations.
- Develops and manages training plans as necessary to maintain overall compliance.
- Reviews past audits and coordinates with the GC and other agency employees as appropriate to ensure that best practices are implemented, tracked, managed, and maintained.
- Plans, organizes, and works with appropriate units to ensure that all applicable statutes, standards, rules, and regulations are met.
- Maintains an organized filing system that will be used for any FTA (including Triennial or ERP) and state audit.
- Acts as lead for FTA audits and program reviews collecting, reviewing, editing, and packaging all documents for submission.
- Performs other such duties related to implementation of best practices and compliance. Disseminate and communicate regulations, policies, and guidelines to staff.
- Manages the agency's DBE program which includes determining agency's goal methodology and calculation; completing shortfall analysis as needed ensuring timely federal report submissions (semi-annual) with direct access as needed to the Executive Director regarding the DBE program and related DBE matters.
- Acts as an agency liaison/representative at meetings.
- Performs other duties as assignment by Management.

### **Abilities, Knowledge and Skills**

- Knowledge of state and FTA programs, rules, acts, regulations, policies, guidelines, procedures, circulars, and laws.
- Knowledge of FTA regulatory framework, general regulatory and internal control requirements as well as industry knowledge in all aspects of compliance.
- Advanced skills in word processing and spreadsheet applications.
- Organizational and project management/time management skills.
- Strong interpersonal, writing, customer service, and presentation skills with the ability to conceptualize, structure, write, and present for a wide range of audiences.
- Must demonstrate ability to conduct process analysis, identify corrective action, and assist and implement improvement action.

- Demonstrated ability to achieve results in a role that interacts heavily with internal units.
- Strong organizational and problem-solving skills.
- Ability to analyze, interpret, modify, and develop policies and procedures.
- Ability to analyze report data for discrepancies, determine reasons for discrepancies and correct identified discrepancies.
- Ability to provide information to third parties as needed.
- Ability to communicate program related information to customers.
- Ability to communicate orally and in writing.
- Ability to research necessary information.
- Ability to work independently.
- Ability to train colleagues and to convey information efficiently and effectively.
- Ability to prioritize time and resources among primary projects of responsibilities.
- Ability to set goals with defined milestones to measure progress.
- Ability to seek feedback when necessary to determine status of ongoing projects or programs.
- Ability to prioritize and direct the work of others.
- Ability to effectively establish deadlines.
- Ability to communicate organizational goals to staff.
- Ability to communicate changes in policies, procedures and/or laws with staff.
- Ability to monitor and evaluate programs and processes for quality and effectiveness.
- Ability to prepare reports and present findings.
- Ability to develop policies and procedures for the organization and/or program.

### **Minimum Qualifications**

Bachelor's degree in business or a related field from an accredited college or university and at least two (2) years of FTA compliance and DBE experience. In addition, applicants must have excellent oral and written communication skills and be self-motivated. Applicants must be detail oriented and capable of working independently. Applicants must possess interpersonal acumen for interacting with a broad range of clients—internally and externally, with a varied education level. Applicants must possess SRTA's core values of Integrity, Expertise, Collaboration, Customer Focused, and Diversity

## **Preferred Qualifications**

Master's degree in business or a related field from an accredited college or university and at least three (3) to five (5) years of FTA compliance and DBE experience. Experience in the tolling, transit, or transportation industry within the public sector.

---

## **To Apply For This Position**

Interested applicants should submit a resume via e-mail to [recruiter@georgiatolls.com](mailto:recruiter@georgiatolls.com) by Friday, May 5, 2017, along with a completed State of Georgia employment application (accompanying this job announcement). **All applicants MUST include the title “Compliance and DBE Officer” in the subject line of the e-mail message.**

Due to the volume of applications received by this office, we are unable to provide information on application status by phone or e-mail.

Applicants who are selected for an interview will be contacted to arrange an appointment for an interview.

Applicants who are not selected for an interview will not receive notification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The State Road and Tollway Authority reserves the right to close this recruitment process at any time during the announcement period once a sufficient, qualified applicant pool has been identified.

## **Company Information**

SRTA is an independent Authority created by the Georgia General Assembly to operate tolled transportation facilities and act as the transportation financing arm for the State of Georgia. SRTA operational brands include Peach Pass and Xpress. Visit our website at [www.georgiatolls.com](http://www.georgiatolls.com) for more information.

SRTA is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion, or disability.