



CITY OF DETROIT
invites applications for the position of:

Regulatory Compliance Officer

SALARY: \$23.32 - \$29.76 Hourly
\$48,500.00 - \$61,900.00 Annually

OPENING DATE: 07/28/16

CLOSING DATE: Continuous

DESCRIPTION:

Under general supervision, delivers and administers programs to ensure regulatory compliance at the local, state and federal levels. Provides guidance and direction to executive level management and staff on regulatory guidelines, organizational compliance and Civil Rights programs including, but not limited to, the Disadvantaged Business Enterprise (DBE), Drug and Alcohol Administration, American with Disabilities Act (ADA), Equal Employment Opportunity (EEO) and Title VI programs. Performs desk and financial audits on files submitted for certification under the Civil Rights program, as well as monitors departmental internal controls to ensure the department is in compliance with Federal Transit Administration (FTA) compliance review audits, such as; Triennial Review, Procurement Systems Review, Financial Management Oversight Review and to implement programs that address the necessary laws and regulations to support the department mission.

EXAMPLES OF DUTIES:

1. Administers compliance with Local, State and Federal Regulatory guidelines.
2. Coordinates with departments on applicable local, state and federal requirements for reviews and audits.
3. Develops audit and review mitigation and corrective action plans and assists with departmental staff responses.
4. Develops and monitors programs to ensure compliance with statutes and regulations in conformance with transportation industry standards, as well as local, state and federal laws.
5. Collaborates with appropriate staff on projects/programs to ensure compliance adherence.
6. Develops and implements processes for interpreting state and federal regulations for programs and projects.
7. Directs Civil Rights Programs (i.e., DBE, EEO, ADA and Title VI) ensuring compliance with federal/state regulations, policies and guidelines.
8. Ensures the DBE obligations for all procurements and the FTA reporting requirements are being met.
9. Provides guidance and consults with the appropriate staff on the interpretation and implementation of the DBE Federal Program and annual goals.
10. Collaborates and oversees small business participation in the procurement/solicitation process by reviewing statements/scopes of work, specifications, solicitations and

contract terms and conditions for compliance with FTA requirements for small/disadvantaged business participation.

11. Implements and manages DBE outreach programs to maximize participation in procurement solicitations.
12. Manages activities associated with programs to ensure that no person, on the ground of race, color, national origin, is excluded from participating in, or denied the benefit of, or subject to discrimination under any program, or activity receiving federal financial assistance.
13. Ensures that federally supported transit services and related benefits are distributed in an equitable manner and that the Title VI and Environmental Justice requirements are being met.
14. Collects and analyzes racial and ethnic data to demonstrate the extent to which members of minority groups are beneficiaries of departmental programs receiving federal financial assistance.
15. Monitors, investigates and resolves complaints, ADA discrimination or any alleged discrimination that a person, or persons, were denied the benefits of, excluded from participation in, or subject to discrimination on the ground of race, color, or national origin under any programs or activities.
16. Coordinates with Human Resources department staff, and other departments/staff, to ensure the EEO obligations are being met.
17. Develops and/or recommends changes to EEO policy, program, and communication procedures to promote workforce diversity.
18. Compiles data on compliance, Civil Rights programs and projects.
19. Produces and maintains monthly, quarterly, and annual performance reports on the compiled data.
20. Assists in analyzing service policies and procedures; makes recommendations to ensure compliance.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university with relevant coursework in public administration, business administration, or related field is required, Master's degree preferred. Coursework and/or training in federal civil rights laws and regulations is desired.

A minimum of five (5) years of related experience is required. Prior transportation experience is strongly desirable.

A combination of experience/skills and education to fulfill the requisite knowledge, skills and abilities for this position may be considered.

KNOWLEDGE OF:

- Federal, State and Local Regulations relating to equal opportunity equipment and specific program eligibility requirements.
- Project management and program evaluation methods and techniques.
- Effective community outreach techniques.
- The skilled trades industry.
- Regulatory/Contract compliance and certification requirements and activities.

SKILL IN:

- Correct grammar and syntax usage.

- Effective and persuasive written and oral communications.
- Operating personal computers and use of common and specialized office software.
- Organizing and prioritizing work.
- Time management.

ABILITY TO:

- Communicate in a customer friendly manner to all customers, citizens, and others.
- Interact effectively with departmental personnel and the general public with tact and diplomacy.
- Direct the work of others and function effectively as a team leader and team member.
- Resolve problems, initiate solutions and provide strategic approach to communications.

LICENSE, CERTIFICATION AND OTHER SPECIAL REQUIREMENTS:

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.