

## Metra Job Posting Details

Title: Disadvantaged Business Enterprise (DBE) Compliance Specialist  
Address: 547 W. Jackson Blvd., Chicago, Illinois 60661

<u>Minimum Salary:</u> \$52,999.00	<u>Salary Mid-Point:</u> \$66,249.00	<u>Maximum Salary:</u> \$79,499.00
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### Description:

Metra is one of the largest and most complex commuter rail systems in North America, serving Cook, DuPage, Will, Lake, Kane, and McHenry counties. The agency is linking communities in Northeastern Illinois by providing safe, reliable, and efficient service.

The Office of Diversity and Civil Rights (ODCR) is responsible for the administration of Disadvantaged Business Enterprise and Title VI programs in accordance with the mandates and regulations of the Federal Transportation Administration (FTA) and other federal, state and local government statutes.

In addition to ensuring non-discrimination in the award and administration of Metra contracts, ODCR makes certain that all individuals have access to Metra's transit services, regardless of race, color, gender or national origin.

The **DBE Compliance Specialist** is responsible for the coordination and completion of all regulatory and compliance documents of the ODCR Department to ensure compliance with Federal Transit Administration (FTA) policies and procedures.

Ensures compliance with the Disadvantage Business Enterprise (DBE) policies, maintains the process to manage assigned local and federally funded contract awards, and confirms contract compliance with the United States Department of Transportation (USDOT) Administration Regulation 49 CFR, 26 CFR.

Review and monitor Federal Transit Administration (FTA) assisted contracts and subcontractor utilization reports to identify potential problems with meeting DBE commitments.

Provide assistance with investigations and solutions, and report regulation violations related to compliance issues; use discretion to make judgments based on guidelines with respect to communications and confidentiality.

Conduct research, develop and prepare performance documentation and required checklists; respond to and initiate inquiries, explain policies, and independently resolve problems when feasible. Assist, as needed, with training, investigation, monitoring, reporting and analysis in the administration of the DBE program, and federal requirements.

**Candidates can expect salary offers that range from the minimum to the mid-point of the salary range.** Metra provides full pay ranges so candidate can consider their growth potential.

Metra is a railroad employer subject to the provisions of the Railroad Retirement Tax Act, not the Social Security Administration.

**Requirements:**

1. Bachelor's degree in Business or Public Administration OR in lieu of degree, any combination of education and experience may be substituted for the required degree that equals four (4) years in one of the following fields; contract compliance, contract management, regulatory compliance or program administration.
2. In addition to #1, must have two (2) years in one of the following fields; contract compliance, contract management, regulatory compliance or program administration.
3. Demonstrated understanding of civil rights and affirmative action issues, business development programs, labor laws, as well as other commonly-used concepts, practices, and procedures of federal, state, and local laws pertaining to DBE programs.
4. Proficient in Microsoft Office Suite with emphasis in Word, Excel, PowerPoint, and Outlook.
5. Excellent verbal and written communication skills.
6. Able to work with sensitive information while maintaining strict confidentiality.
7. Must have strong interpersonal skills; able to establish and maintain effective communication and working relationships with internal and external stakeholders.
8. Able to manage multiple projects and analyze moderately complex processes.
9. Proven data analysis, problem solving, planning, and organizational skills.
10. Able to interpret, monitor, and apply polices regarding contract compliance.
11. Ability to train others in administrative practices and processes.
12. Possess a valid driver's license to travel within Metra's six-county region.

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, gender identity, disability, or any protected categories, assuming an individual can perform the essential functions of the job with or without accommodation.