

# RHODE ISLAND PUBLIC TRANSIT AUTHORITY

## JOB DESCRIPTION

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**Job Title:** Executive Director of Federal Programs and Compliance

**Date:** June 2022

**Department:** Chief Executive Office

**Reports to:** Chief Executive Officer

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### **Summary of Position:**

The Executive Director of Federal Programs and Compliance reports directly to the Chief Executive Officer and is responsible for assuring compliance with the requirements of all federal and state laws and regulations including, but not limited to, Federal Transit Administration (FTA) Triennial Review Compliance, Americans with Disabilities Act (ADA), Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE) and Title VI of the Civil Rights Act of 1964 (Title VI); and to do related work as required.

### **Essential Duties and Responsibilities:**

- This position reports on and ensures compliance with federal and state laws and regulations including FTA Triennial Review, ADA, EEO, DBE and Title VI;
- This position is responsible for the management and implementation of the Authority's federal programs and areas of compliance:
  - Equal Employment Opportunity Program
  - Title VI Program
  - Disadvantaged Business Enterprise Program
  - Americans with Disabilities Act compliance
  - Federal Transit Administration Triennial Review compliance
- This position works closely with Human Resources concurring all hiring and promotions are administered to meet our commitment to transparent, non-discriminatory employment and comply with EEO federal transit laws and requirements;
- To do related work as required.

### **Examples of Work Required:**

- Coordination and oversight of the Authority's Federal programs including, but not limited to, Triennial Review ADA, EEO, DBE and Title VI;
- Reviews all contract bid proposals to ensure prospective contractors and consultants are compliant with DBE and EEO regulations;
- Monitors the Authority's Complaint Hotline for any claims of discrimination relating to but not limited to ADA, EEO, DBE and Title VI;
- Management and implementation of the Authority's DBE Program includes the encouragement and support of the equal opportunity of DBEs to participate in the Authority's federally funded projects, ensuring prompt and proper payment to DBEs, monitoring and verification of actual work performed by DBEs, support and guidance to DBEs as may be required or requested and management of all DBE complaints.
- Management and implementation of the Authority's EEO Program includes the collecting, monitoring and analyzing of employment data, setting of EEO goals and timetables, associated reporting by preparing and submitting the Authority's Affirmative Action Plans to the State and FTA, ensuring proper training of supervisors and managers, managing and investigating all EEO complaints and concurring on all hiring and promotions of the Authority;
- Management and implementation of the Authority's Title VI Program includes monitoring and evaluating the Authority's Language Assistance Plan, implementation of the Public Participation Plan, ensuring meaningful access to programs and activities by persons with limited English proficiency and management and investigation of all Title VI complaints;
- Monitor and report on ADA compliance and coordinate the ADA complaint process;

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- Prepares quarterly written reports for the CEO and Sr. Staff summarizing accomplishments to date, identification of problems and recommended solutions;
- To provide counseling for trainees or applicants who believe they have been discriminated against because of race, color, religion, sex, age, national origin or physical or mental handicap and to investigate those complaints;
- To do related work as required.

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Basic Knowledge and Experience:**

- Juris doctorate degree from an accredited law school;
- At least one year of specialized and related work, including preparing, implementing, or administering affirmative action plans;
- OR: any combination of education and experience that shall be equivalent to the above education and experience.

### **Independent Action:**

Works under the general supervision of the Chief Executive Officer with latitude for the exercise of independent judgement; work is subject to review of conformance to established policies, rules, regulations and provisions of law.

### **Supervisory Responsibility:**

Agency staff assigned representing each department to support and successfully carry out all the programs listed above.