

RHODE ISLAND PUBLIC TRANSIT AUTHORITY

JOB DESCRIPTION

Job Title: Executive Director of Federal Programs and Compliance

Date: June 2022

Department: Chief Executive Office

Reports to: Chief Executive Officer

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 Triennial Compliance, Affirmative Action, Americans with Disabilities Act, Equal Opportunity, Disadvantaged Business Enterprise and 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 on Affirmative Action, Americans with Disabilities Act, Equal Opportunity, Disadvantaged Business Enterprise, Minority Business Enterprises, and Women Business Enterprise and Title VI;
- This position works closely with Human Resources concurring all hiring and promotions are administered to meet our commitment to transparent, non-discriminatory employment.
- 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, Affirmative Action, Americans with Disabilities Act, Equal Opportunity, Disadvantaged Business Enterprise, Minority Business Enterprise, and Women Business Enterprise and Title VI;
- Reviews all contract bid proposals to ensure prospective contractors and consultants are compliant with EEO regulations;
- Monitors the Authority's Complaint Hotline for any claims of discrimination relating to but not limited to Affirmative Action, Americans with Disabilities Act, Equal Opportunity, Disadvantaged Business Enterprise and Title VI;
- Conduct reviews of Disadvantaged Business Enterprises, Minority Business Enterprises, and Women Business Enterprises applications for certification and responds to third party complaints of discriminating consideration; Reviews copies of vendor's payroll and payment invoices to ensure proper and timely wages have been paid to Disadvantaged Business Enterprises, Minority Business Enterprises, and Women Business Enterprises subcontractors.
- Prepares quarterly written reports for the CEO and Sr. Staff summarizing accomplishments to date, identification of problems and recommended solutions;
- Responsible for preparation of an annual external Affirmative Action Plan for the Authority, detailing the steps to be taken to assure equal opportunity compliance;
- 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.

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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.