

Seeking New Compliance Specialist



Position Profile

The Compliance Specialist is responsible for the transit service delivery, project management and policy compliance of the organization. The Compliance Specialist is involved in a wide range of Federal Transit Administration (FTA) and Virginia Department of Rail and Public Transportation (DRPT) policy development and program management requirements which include drafting, updating, and implementing programs that include, but are not limited to, EEO, Title VI, DBE, ADA, Facility Maintenance, Vehicle Maintenance, and Procurement. He/She will guarantee accurate monitoring and management of all records and required documentation for FTA and DRPT compliance reviews.



Working at JAUNT

JAUNT, Inc. is a regional public transportation system providing service to the citizens of Albemarle, Fluvanna, Louisa, Nelson, Buckingham, and Amherst Counties, as well as the city of Charlottesville. Organized in 1975, JAUNT is recognized statewide and nationally for its award-winning service and highly trained and professional staff.

JAUNT is a building block of the community, providing over 300,000 trips each year throughout a 2,600-square-mile service area carrying riders to work, medical appointments, stores, leisure activities, and other destinations.

Coming to work at JAUNT means becoming part of a family. We place a high emphasis on team building, professional development, and innovation. Employees are encouraged to think creatively and find new ways to solve problems and better serve our community.



Job Responsibilities:

- Recommends, drafts, establishes, and implements policies and procedures required to ensure compliance with state and federal civil rights legislation including, but not limited to, Title VI, EEO, ADA, and DBE;
- Recommends, drafts, establishes, and implements policies and procedures required to ensure compliance with state and federal facility maintenance and vehicle maintenance requirements;
- Recommends, drafts, establishes, and implements policies and procedures required to ensure compliance with state and federal procurement requirements;
- Maintains awareness of current and upcoming state and federal legislation that impacts public transit;
- Complete required procedures, reporting, and external review preparation in compliance with all applicable regulations;
- Updates policies and procedures as needed and keeps up-to-date electronic documentation of the policies and procedures for these programs;



About Charlottesville and Albemarle

JAUNT is headquartered in Charlottesville, just east of the Blue Ridge Mountains in central Virginia. The City of Charlottesville and Albemarle County comprise one of the most desirable communities in the nation, with excellent school systems, low taxes, low crime and unemployment rates, a skilled and educated workforce, and a strong entrepreneurial ecosystem. The community is routinely recognized as a premier place to live and play, including among the 15 Best Places to Live in the US, 50 Best College Towns, and the Hippest Mid-Sized Cities in America.

Albemarle and Charlottesville offer stunning beauty, extraordinary culture and an inexhaustible list of things to do. From world-class restaurants to cultural events like the Virginia Film Festival, historic sites like Thomas Jefferson's Monticello, to hiking in Shenandoah National Park, to kayaking along the scenic Rivanna River, to tasting sites on the Brew Ridge Trail and Monticello Wine Trail.

Our public-school systems offer excellent educational opportunities and innovative learning environments, with Albemarle and Charlottesville both ranked in the top 3% of districts across the nation. The University of Virginia, an internationally recognized medical, law and business school, is a major resource for businesses located in the region.



- Train internal staff on the regulation and compliance expectations and changes of FTA and DRPT;
- Participate in statewide workshops, conferences, collaboration and discussions on interpretation and compliance with FTA and DRPT regulations;
- Work with all departments and divisions of JAUNT to ensure overall compliance and related work expected with assigned compliance requirements relative to individual positions responsibilities;
- Develop monthly, quarterly and annual reports on all program and service compliance;



Minimum of two years of transit/transportation industry experience required.

Must have excellent communication skills, extensive computer experience, professional integrity, project management, and good independent judgement.

Preferred Qualifications

Due to the competitiveness of the recruitment, consideration may be given to those candidates who demonstrate the following additional qualifications:

- Knowledge and experience in FTA or DRPT Triennial/Comprehensive Review requirements and expectations;
- Experience coordinating compliance with Federal Transit Administration (FTA) guidelines regarding Title VI, EEO, ADA, DBE, maintenance plans, and/or procurement policies;
- Experience implementing Public Participation Plans;
- Experience coordinating submission of policies and compliance documentation to the FTA and/or DRPT.

Education, Experience, & Qualifications

Bachelor's degree from an accredited university in public administration, business administration, contract administration, planning, or related field.



Compensation and Benefits

If minimum qualifications are met, JAUNT offers a competitive starting annual salary of \$50,000-\$70,000. JAUNT also offers excellent benefits including annual, holiday, and sick paid leave, health, dental, and vision insurance options, a deferred compensation retirement program and more! This is a full time, exempt position.

Special Requirements & Disclosures

Employment is contingent upon successfully completing and passing a pre-employment drug screen. Employment is contingent on a clean driving record that allows employee to be covered by JAUNT's insurance. Continued employment is contingent upon adherence to JAUNT's Substance Abuse Policy, including being subject to drug and alcohol screening, as well as on maintaining a clean driving record.

JAUNT employees regularly interact with passengers with disabilities. To ensure it effectively adheres to the requirements of the Americans with Disabilities Act, all employees will be regularly trained on service delivery expectations in order to ensure the safe and timely transportation services for passengers with disabilities. Further, those employees with direct contact with passengers with disabilities will be expected to exercise their training for passenger sensitivity, which includes securing passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip. As well as, being physically able to handle and assist disabled passengers in wheelchairs and assist disabled passengers into and out of vehicle.

Further, JAUNT shall adhere with the American with Disabilities Act. The successful candidate must be able to perform the position's essential job functions with or without reasonable accommodation. The physical demands given in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made that allow individuals with disabilities to perform the essential job functions. To be considered eligible for consideration of accommodations, employees must request an accommodation and present a doctor's statement to management stating their physical limitations.

JAUNT is an Equal Employment Opportunity Employer. In addition to the provisions of Title VI of the Civil Rights Act of 1964, Federal Transit Laws, 49 U.S.C. 5332(b), states "no person in the United States shall on the grounds of race, color, religion, national origin, sex, or age be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any project, program or activity funded in whole or in part through financial assistance under this Act."