



# Chicago Transit Authority

## Job Announcement

**POSITION TITLE: CERTIFICATION OFFICER**

**SALARY RANGE: \$45,000 - \$55,000**

**POSTING DATE: DECEMBER 19, 2011 – EXPIRATION DATE: DECEMBER 27, 2011 \***

**Location:** Chicago, IL

**Job Type:** Full-Time Permanent

### Position Summary

This position is responsible for carrying out the certification function in conformance with applicable federal and state laws relating to DBE participation.

### Primary Duties & Responsibilities

- Provides technical assistance to DBE owned businesses.
- Reviews DBE certification applications; financial data, corporate documents and personal net worth statements.
- Assists with the tracking of the certification process on the various CTA systems.
- Plans and participates in outreach activities to recruit potential DBEs for the program in an effort to increase DBE contracting opportunities and the pool of available DBE firms and coordinate regular meetings with DBE firms, industry associations, community organizations, and other governmental entities to promote a better understanding of the DBE program.
- Assists with preparation of statistical reports, tabulations and charts as needed for the DBE certification process.
- Assists with the data preparation for, documenting results of and providing proper notices of all matters concerning reconsideration hearings.
- Conducts on-site visits to firms' business locations in order to ensure authenticity of DBE eligibility standards.
- Participates in a variety of special projects as assigned.

### MINIMUM QUALIFICATIONS

#### Education & Experience Requirements:

- Bachelor's Degree in Business, Public Administration, Law or a combination of education and related experience. Experience in accounting, finance, tax, procurement or a construction background is preferred.
- Experience reviewing and analyzing financial information preferred.
- Experience reviewing contract preferred.
- Experience or ability to develop and coordinate regular meetings with DBE firms, industry associations, community organizations, contract consultants

and other governmental units to promote a better understanding of the DBE/EEO Programs.

- Experience or ability to plan and participate in outreach activities to recruit potential DBEs, increase DBE contracting opportunities and increase the pool of available DBE firms.

**Applicants, if hired, must comply with CTA's residency ordinance.**

### **CTA IS AN EQUAL OPPORTUNITY EMPLOYER**

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To apply, please visit our website at [www.transitchicago.com](http://www.transitchicago.com) and click on the "Careers" link under "Doing Business".

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# Chicago Transit Authority

## Job Announcement

**POSITION TITLE: COMPLIANCE OFFICER**

**SALARY RANGE: \$45,000 - \$55,000**

**POSTING DATE: DECEMBER 19, 2011 – EXPIRATION DATE: DECEMBER 27, 2011 \***

**Location:** Chicago, IL

**Job Type:** Full-Time Permanent

### Position Summary

This position is responsible for carrying out the contract compliance function in conformance with applicable federal and state laws relating to DBE/EEO participation.

### Primary Duties & Responsibilities

- Reviews and analyzes DBE contract bid submittals to determine DBE compliance; makes appropriate recommendations based on applicable DBE regulations and contract requirements. Determines DBE contract specific goals for all CTA projects.
- Evaluates procurement materials to determine compliance with DBE goals.
- Monitors, investigates, reviews and makes recommendations regarding prime, sub and sub-tier contractor efforts to achieve compliance with applicable federal, state and local DBE/EEO requirements.
- Conducts onsite visits to construction work projects to verify and report on compliance with contract specifications and requirements indicated in the U.S. DOT regulations 49 CFR, Parts 26 and other applicable regulations.
- Participates in outreach activities to recruit potential DBEs for the program in an effort to increase DBE contracting opportunities and the pool of available DBE firms.
- Develops and coordinates the prompt payment requirements, special provisions and prevailing wages on construction projects to ensure adherence to mandated FTA requirements and state laws.
- Assists with DBE goals setting, evaluation of bids and the compliance in achieving the goals.
- Assists with the preparation of statistical reports, tabulations and charts as needed for the DBE attainments required by the FTA and CTA.
- Assists in establishing the Authority's annual DBE goal in accordance with USDOT regulations 49 CFR, Part 26 and other applicable regulations.
- Provides assistance on special projects as needed.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience Requirements:**

- Bachelor's Degree in Business, Public Administration, Law or a combination of education and related experience. Experience in accounting, finance, tax, procurement or a construction background is preferred.
- Experience reviewing and analyzing financial information preferred.
- Experience reviewing contracts preferred.
- Experience or ability to develop and coordinate regular meetings with DBE firms, industry associations, community organizations, contract consultants and other governmental units to promote a better understanding of the DBE/EEO Programs.
- Experience or ability to plan and participate in outreach activities to recruit potential DBEs, increase DBE contracting opportunities and increase the pool of available DBE firms.

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## Chicago Transit Authority

### Job Announcement

**POSITION TITLE: MANAGER, DBE PROGRAMS**

**SALARY RANGE: \$65,000 - \$75,000**

**POSTING DATE: DECEMBER 19, 2011 – EXPIRATION DATE: DECEMBER 27, 2011 \***

**Location:** Chicago, IL

**Job Type:** Full-Time Permanent

#### **Position Summary**

Plans, supervises and directs designated activities of all aspects of the Authority's DBE Program in compliance with applicable federal and state laws relating to DBE/EEO participation. This position is also responsible for carrying out overall outreach/education functions and providing guidance and expertise to other Officers and Authority staff.

#### **Primary Duties & Responsibilities**

- Assists the General Manager in the development & administration of the DBE Program; its policies, goals and objectives. Represents the Authority in DBE related matters.
- Plans, supervises and directs the functions of personnel as related to the screening and review of firms seeking DBE certification eligibility and participation in the DBE Program. Manages the functions of the contract compliance review process.
- Leads Officers in establishing the Authority's annual DBE goal in accordance with USDOT regulations 49 CFR, Part 26 and other applicable regulations. Assists in determining DBE contract specific goals for all CTA projects.
- Researches special and/or complex DBE/EEO issues and develops related documents and solutions.
- Reviews materials and recommendations from Officers regarding DBE goals, participation, certification and compliance.
- Oversees and directs Officers in the Compliance and Certification area and assists as needed on all projects.
- Plans and participates in outreach activities to recruit potential DBEs for the program in an effort to increase DBE contracting opportunities and the pool of available DBE firms.
- Provides assistance on special projects as needed.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience Requirements:**

- Bachelor's Degree in Business, Public Administration, Law or a combination of education and related experience. Experience in accounting, finance, tax, procurement or a construction background is preferred.
- Experience reviewing and analyzing financial information preferred.
- Experience reviewing contract preferred.
- Experience or ability to develop and coordinate regular meetings with DBE firms, industry associations, community organizations, contract consultants and other governmental units to promote a better understanding of the DBE/EEO Programs.
- Experience or ability to plan and participate in outreach activities to recruit potential DBEs, increase DBE contracting opportunities and increase the pool of available DBE firms.

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## Chicago Transit Authority

### Job Announcement

**POSITION TITLE: PROJECT COORDINATOR, OUTREACH**

**SALARY RANGE: \$45,600 - \$57,000**

**POSTING DATE: DECEMBER 19, 2011 – EXPIRATION DATE: DECEMBER 27, 2011 \***

**Location:** Chicago, IL

**Job Type:** Full-Time Permanent

#### **Position Summary**

Serves as a liaison with elected officials and their staff. Manages relationships with community organizations at the local level. Serves as a liaison to state government agencies and executive agencies.

#### **Primary Duties & Responsibilities**

- Travels to Springfield, Illinois to interact with the General Assembly and other state governmental bodies.
- Promotes legislative and programmatic initiatives of the Chicago Transit Authority to state of Illinois constituencies.
- Establishes and maintains partnerships with a broad array of community organizations and community leaders.
- Conducts routine legislative and programmatic briefings for state elected officials and assists in the development of the State Agenda.
- Prepares and conducts presentations before community organizations, Authority employees and other constituencies as assigned.
- Prepares reports and analyses of pending legislative issues for senior management.
- Represents the Authority at public forums, community meetings, and legislative hearings.
- Interacts with Authority senior management to communicate matters of public concern from various constituencies.
- Coordinates, tracks and resolves inquiries related to the delivery of services, facilities maintenance and any other Authority activities, initiatives, etc. as related to inquiries from their constituencies.
- Maintains databases and composes correspondence from Authority management on matters of public concern.
- Performs other duties as assigned.

## MINIMUM QUALIFICATIONS

### Education & Experience Requirements:

- Bachelor's Degree or equivalent in public administration, planning, political science or a combination of education and experience relating to this position.
- 2 – 4 years experience in community relations, governmental or public affairs or experience with a unit of government preferred.
- Preferred advanced degree – Juris Doctor
- Thorough understanding of the Authority's services, routes, fares, facilities, policies, procedures, etc. and knowledge of other public transit modalities within the Chicago Metropolitan Area.
- Working knowledge of the geography of and the knowledge and skills necessary to identify communities and areas of constituencies within the Service District.
- Well-developed writing and oral presentation skills in order to conduct presentations for communities, governmental bodies, hearings, senior Authority management, etc.
- Must possess a demonstrable working knowledge of the state legislative process.
- Required to translate complex policies, programs, issues, concepts, etc. into clear, concise, understandable oral and written communications.
- Knowledge and skills to work independently and manage multiple projects simultaneously.
- Must possess a temperament suitable for establishing and maintaining effective working relations with Authority personnel, community groups, governmental bodies, etc.

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