

**Philip D. Murphy**, Governor  
**Tahesha L. Way**, Lieutenant Governor  
**Francis K. O'Connor**, Commissioner  
**Kevin S. Corbett**, President & CEO



## **VACANCY ANNOUNCEMENT**

### **Principal Business Development Specialist Programs and Special Projects – Compliance Operations**

<b>Posting #:</b> 4581	<b>Issue Date:</b> 10/10/2024	<b>Closing Date:</b> 12/31/2024
<b>Location:</b> Newark, NJ		
<b>Salary:</b> To be discussed with recruiter		

#### **Position Summary**

As a member of NJ TRANSIT's Office of Business Development (OBD), leads and performs the administration of the Disadvantaged Business Enterprise (DBE) program requirements for contract compliance, in accordance with federal regulation 49 CFR part 26, for all NJ TRANSIT procurement-based programs and special projects including but not limited to NJ TRANSIT's Task Order Contract (TOC) program, Job Order Contract (JOC) program and NJ TRANSITGRID project.

## General Description

### Roles and Responsibilities:

- As a member of NJ TRANSIT's Office of Business Development (OBD), leads and performs the administration of the Disadvantaged Business Enterprise (DBE) program requirements for contract compliance, in accordance with federal regulation 49 CFR part 26, for all NJ TRANSIT procurement-based programs and special projects including but not limited to NJ TRANSIT's Task Order Contract (TOC) program, Job Order Contract (JOC) program and NJ TRANSITGRID project.
- Leads and performs all aspects of the on-going monitoring, evaluation and continuing good faith efforts of the various contractors' DBE/SBE/DVOB utilization and goal attainment, in conformance to the applicable requirements of the contract, federal and state regulations and NJ TRANSIT policy governing procurement activities.
- Works with the various project managers, Procurement and the contractors to ensure ongoing efforts to meet DBE/SBE/DVOB goals and increase DBE utilization are identified and considered for any new additional work, especially for change orders to the project.
- Interfaces regularly and consistently with contractors/DBEs/SBEs/DVOBs to obtain feedback and reports on processes, provide technical guidance, and identify any potential performance/partnership issues or concerns.
- Manages performance concerns and payment disputes.
- Facilitates, negotiates and supports resolution of disputes and complaints between contractors, DBEs/SBEs/DVOBs and/or NJ TRANSIT.
- Provides direction/guidance in the review, research, evaluation and contract resolution of related DBE issues.
- Recommends and implements appropriate remedies (i.e. withhold payment of invoices, assess liquidated damages) when/if contractors or DBEs/SBEs/DVOBs are in breach of compliance aspects of contracts.
- Leads efforts toward enhanced DBE/SBE/DVOB compliance oversight related to NJ TRANSIT procurement-based programs and special projects.
- Partners with project managers to develop, implement, manage and enhance the process for compliance investigations at the various project sites, and various contractor/DBE/SBE/DVOB offices.

- Reviews contractor/subcontractor payroll records and copies of cancelled checks to ensure prompt payment and commercially useful function.
- Coordinates with Internal Audit (IA) to perform enhanced reviews and support the timely delivery of DBE/SBE/DVOB fraud monitoring deliverables as needed / requested.
- Develops reports and communication pieces on enhanced efforts to prevent fraud, waste and abuse in the DBE/SBE/DVOB aspects of NJ TRANSIT procurement-based programs and special projects.
- Supervises, supports and provides directly (as needed) training, guidance, and coaching to OBD team members, DBE contractors, consultant teammates and internal business partners, on all aspects of the DBE/SBE/DVOBs programs applicable to compliance management for NJ TRANSIT procurement-based programs and special projects.
- Leads and performs the development/enhancement of training and informational materials, forms, and all standard documentation for all new and existing OBD processes applicable to DBE/SBE/DVOB compliance management for programs and special projects.
- Develops and implements quality assurance and quality controls (e.g. Peer review, Manager/Director signoff.) for key OBD processes applicable to DBE/SBE/DVOB compliance management for programs and special projects to ensure work performance is aligned with OBD polices, standards, goals and objectives.
- Represent OBD at and participate in internal/external business meetings, outreach events, workshops, and training events, interagency and interdepartmental functions, as needed.
- Supports and partners with OBD Compliance Operations on OBD programs and initiatives, as assigned.

**Education, Experience, and Qualifications:**

- Bachelor's Degree and five (5) years of work experience in a professional/corporate setting, including at least four (4) years of applied experience in public or private sector D/S/M/W/BE program administration or Procurement/Contract Administration (in a compliance function) at the federal and/or state level.

### **Knowledge and Skills:**

- Demonstrated proficiency in project management, business partnership management, professional communication (oral and written) and presentation skills required.
- Demonstrated ability to develop, analyze and operationalize productivity reports. Microsoft Office, Word, Excel and PowerPoint proficiency required.
- Experience working successfully in a metrics driven business environment preferred.
- One year of closely related experience can be substituted for each year of education required.

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- Comprehensive Family Health Insurance – Medical, Prescription, Dental, Vision
- Flexible Spending Account
- Life Insurance
- Paid Leave
- Tuition Assistance
- Commuter benefits
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At NJ TRANSIT, diversity and inclusivity are vital to our success as are committed to hiring individuals from diverse backgrounds, experiences, abilities, and veteran status. As an Equal Opportunity Employer, we encourage all qualified applicants to apply and join our team.

NJ TRANSIT adheres to the NJ First Act. To learn more, click [here](#).

### **Apply Today!**

**Only applications submitted through the NJ TRANSIT Career Portal will be reviewed:**  
[Principal Business Development Specialist Programs and Special Projects Compliance Operations \(salesforce-sites.com\)](#)

### **Contact Information**

1. Log in to your [NJ TRANSIT Career Portal](#) to check your application status
2. Check your inbox (and spam/junk folder!) for important information or next steps
3. Email [NJTSR@njtransit.com](mailto:NJTSR@njtransit.com) with general questions

**Disclaimer:** Please note that NJ TRANSIT has not adopted the provisions of Title 11A of the New Jersey Statutes (Civil Service). Thus, the Civil Service Commission will not play a role in or oversee the hiring process for this position.