

Philip D. Murphy, Governor
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VACANCY ANNOUNCEMENT

Principal Business Development Specialist, Portal North Bridge, Compliance Operations

Posting #: 4477	Issue Date: 10/10/2024	Closing Date: 12/31/2024
Location: Newark, NJ		
Salary: To be discussed with recruiter		

Position Summary

Interfaces regularly and consistently with contractor/DBEs 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 contractor, DBEs 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 contractor or DBEs are in breach of DBE compliance aspects of the contract.

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 aspects of the Portal North Bridge (PNB) mega project.
- Leads and performs all aspects of the on-going monitoring, evaluation and continuing good faith efforts of the PNB Contractor's DBE utilization and goal attainment, in conformance to the DBE requirements of the contract, federal regulations and NJ TRANSIT policy governing procurement activities.
- Works with the Capital Programs PM and CM group (CP/PM-CM), Procurement and the Contractor to ensure ongoing efforts to increase DBE utilization are identified and considered for any new additional work, especially for change orders to the project.
- Interfaces regularly and consistently with contractor/DBEs 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 contractor, DBEs 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 contractor or DBEs are in breach of DBE compliance aspects of the contract.
- Leads efforts toward enhanced DBE compliance oversight related to PNB.
- Partners with CP/PM-CM to develop, implement, manage, and enhance the process for PNB related compliance investigations at the project site(s), and various contractor/DBE 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 fraud monitoring deliverables as needed / requested.
- Develops reports and communication pieces on enhanced efforts to prevent fraud, waste, and abuse in the DBE aspects of PNB. Regularly manages and interfaces IA on inquiries and concerns, and updates on all PNB related activities.
- Supervises, supports, and provides directly (as needed) training, guidance, and coaching to OBD team members, DBE contractor, consultant teammates and internal business partners, on all aspects of the DBE program applicable to DBE compliance management for the PNB project.
- 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 compliance management for the PNB project.
- Develops and implements quality assurance and quality controls (e.g. Peer review, Manager/Director signoff.) for key OBD processes applicable to DBE compliance

management for the PNB project, 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
- 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 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.

At NJ Transit, you will enjoy a competitive salary and excellent benefits package:

- Comprehensive Family Health Insurance – Medical, Prescription, Dental, Vision
- Flexible Spending Account
- Life Insurance
- Paid Leave
- Tuition Assistance
- Pre-Tax Commuter Benefits Plan
- Retirement Plans
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 - 401(k) - Retirement saving plan with up to an 3% company match
 - 457(b) - Deferred Savings Plan

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, Portal North Bridge, Compliance Operations](#)

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 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.