



**VACANCY ANNOUNCEMENT**

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|-----------------------------------------------------------------|-----------------------------|--------------------------------|
| <b>Job Title: <a href="#">Manager, Compliance Operation</a></b> |                             |                                |
| <b>Posting #:</b> 7213                                          | <b>Issue Date:</b> 3/3/2025 | <b>Closing Date:</b> 4/28/2025 |
| <b>Location:</b> Newark, NJ                                     |                             |                                |
| <b>Salary:</b> To be discussed with recruiter                   |                             |                                |

**Position Summary**

**Summary**

This role performs critical DBE certifications, and DBE and SBE/DVOB contractor compliance operations functions on behalf of the Office of Business Development, interfacing directly with the front-line staff and partners within NJ TRANSIT and beyond, in the agency’s communities. Directly manages the day-to-day operations of the department’s DBE certifications and contractor compliance functions.

**Roles and Responsibilities:**

- As a member of NJ TRANSIT’s Office of Business Development (OBD), assigns, supervises and performs (as needed) the compliance operations aspects for all historically-underrepresented business concerns supported by NJ TRANSIT, including but not limited to the Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE) and Disabled Veteran Owned Business (DVOB) programs, for all NJ TRANSIT contracts.
- Establishes DBE/SBE/DVOB goals and manages contracts, as assigned. Assigns, supervises and performs (as needed) the administration of NJ TRANSIT’s DBE certification files for new and interstate application and annual (No Change Affidavit) reviews. Manages certification files, as assigned.
- Utilizes technology (including proprietary software) to track, manage and document all action, guidance, direction and formal correspondence on certification and contract related DBE/SBE/DVOB activity for self and the compliance operations unit.

- Develops, implements, manages, and enhances processes that ensure: work performance is aligned with OBD policies, standards, goals, and objectives; quality assurance and quality control protocols (E.g., Peer Review, Manager/Director signoff) are in place for the DBE certification, procurement pre-solicitation and pre/post contract award processes; enhanced DBE/SBE/DVOB program fraud prevention activities for certification and contracting processes (E.g., Comprehensive desk audits, field investigations at job sites, contract meeting minute review).
- Develops, implements, manages and enhances OBD operating procedures, protocols, practices, and initiatives based on internal reports and data, that increase OBD efficiency and effectiveness in key areas including but not limited to the speed and volume of certification and contract processing; DBE/SBE achievement and attainment; and interdepartmental coordination.
- Performs checks, signs off on and otherwise verifies completed work for the OBD compliance operations unit meets OBD standards and expectation.
- Provides direction and technical guidance to OBD team members, DBEs/SBEs/DVOBs, prime contractors and internal/external business partners on all aspects of DBE program eligibility and participation requirements for (new and continued) DBE certification, as well as DBE DBE/SBE/DVOB participation requirements for NJ TRANSIT contracts.
- Directly intervenes in and supports resolution of certification and compliance operations conflicts and concerns.
- Develops, supervises, supports and provides direct (as needed) training, guidance, and coaching to OBD team members, DBEs/SBEs/DVOBs, prime contractors, consultant teammates and internal business partners, on all aspects of DBE program eligibility and participation requirements for (new and continued) DBE certification as well as DBE/SBE/DVOB participation requirements for NJ TRANSIT contracts.
- Supports the development of training materials and standard documentation for all new and existing OBD processes.
- Supervises and hosts (as needed) meetings to resolve escalated DBE/SBE/DVOB related certification, contract and/or general office issues and complaints.
- Manages and supervises general aspects of OBD's partnership with Internal Oversight Monitors (IOMs) and Internal Audit (IA) to support enhanced prevention

of fraud, waste, and abuse in the DBE/SBE/DVOB aspects of NJ TRANSIT contracts.

- Represent OBD at and participate in internal/external business meetings, outreach events, workshops, and training events, interagency and interdepartmental functions, as needed.
- Supervises direct and dotted line reports.
- Supports and partners with OBD Outreach and Compliance Operations Support on all OBD programs and initiatives, as assigned.

**Education, Experience, and Qualifications:**

- Bachelor's Degree
- Five (5) years of work experience in a professional/corporate work setting, including at least four (4) years of experience in public or private sector, in a federal, state or local regulatory compliance management function, in any of the following areas: D/S/M/W/BE program administration; Procurement/Contract Administration;
- At least two (2) years of supervisory experience, with multiple direct reports, in a corporate setting.

**At NJ TRANSIT you will enjoy a competitive salary and excellent benefit 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
  - 401(a) - Retirement plan with a 6% employer contribution
  - 401(k) - Retirement saving plan with up to an 3% company match
  - 457(b) - Deferred Savings Plan

## General Description

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:**  
[Manager, 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](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.

