

RHODE ISLAND PUBLIC TRANSIT AUTHORITY

JOB DESCRIPTION

Job Title:	Legal Compliance Counsel	Date: September 2018
Department:	Legal/Chief Executive Office	
Reports to:	Chief Executive Officer	

Summary of Position:

The Legal Compliance Officer is responsible for assuring compliance with the requirements of all federal and state laws and regulations including but not limited to Affirmative Action, Americans with Disabilities Act, Equal Opportunity, Disadvantaged Business Enterprise and Title VI; to perform legal advice and services in a quasi-state department or agency on issues posing complex legal interpretations and extensive research of law, rules and regulations; and to do related work as required

Essential Duties and Responsibilities:

- To assist Chief Legal Counsel to prepare legal documents, as well as draft rules, regulations, laws, legislation and amendments thereto;
- To assist Chief Legal Counsel to analyze pertinent information and evidence in order to provide legal opinions to departmental or agency staff personnel for the proper execution of their responsibilities;
- To serve as a hearing officer for cases of a complex and difficult nature requiring the interpretation and enforcement of applicable laws, rules and regulations included but not limited to Affirmative Action, Americans with Disabilities Act, Labor Arbitrations, Human Rights Commission, Equal Opportunity, Disadvantaged Business Enterprise and Title VI;
- To prepare in-depth reports, briefs, papers and recommendations on legal matters on all federal and/or state programs including but not limited to Affirmative Action, Americans with Disabilities Act, Labor Arbitrations, Human Rights Commission; Equal Opportunity, Disadvantaged Business Enterprise (DBEs), Minority Business Enterprises (MBEs), and Women Business Enterprises (WBEs) and Title VI;
- To do related work as required.

Examples of Work Required:

- Manages and coordinates the Authority's programs including but not limited to Affirmative Action, Americans with Disabilities Act, Labor Arbitrations, Human Rights Commission; Equal Opportunity, Disadvantaged Business Enterprise and Title VI;
- Reviews all contract bid proposals to ensure prospective contractors and consultants are compliant with EEO regulations;
- Monitors the Authority's Complaint Hotline for any claims of discrimination relating to but not limited to Affirmative Action, Americans with Disabilities Act, Equal Opportunity, Disadvantaged Business Enterprise and Title VI;
- Within state departments, to assist in a program designed to assure equal opportunity in all aspects of the Department's state and federal programs;
- To conduct investigations of purported disadvantaged Business Enterprises (DBEs), Minority Business Enterprises (MBEs), and Women Business Enterprises (WBEs), based on third party complaints and requests from the United States Department of Transportation; to conduct reviews of DBE, MBE and WBE applications for certification; to conduct basic financial reviews of payroll records, cash disbursement journals, etc., of contractors;
- To prepare written technical reports assimilating and analyzing data and to draw appropriate conclusions; to prepare monthly written reports for the compliance section supervisor stating accomplishments to date, identified problems and recommended solutions; to monitor field construction projects of Disadvantaged Business Enterprises, Minority Business Enterprises, and Women Business Enterprises to determine their participation on field projects; to conduct and participate in fact finding proceedings and prepare recommendations based in the review of facts findings;

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- To participate in show cause hearings and prepare reports and supply documentation for these hearings; to be responsible for using and maintaining photographic equipment in field service; to assist in the preparation of quarterly and annual compliance reports; to assist in the preparation of reports submitted to federal and related state entities;
- To assist in preparation of an annual external Affirmative Action Plan for their respective Department, detailing the steps to be taken to assure equal opportunity compliance;
- To provide counseling for trainees or applicants who believe they have been discriminated against because of race, color, religion, sex, age, national origin or physical or mental handicap and to investigate those complaints;
- To be responsible for following federal and state legislation and interpreting their provisions concerning equal opportunity programs and enforcement;
- To assist in the coordination of agency's efforts with those of other state departments, with the federal government, and with concerned citizens groups;
- To do related work as required.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Requirement:

Applicant must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment. Failure to maintain good standing licensure requirements determined by the RI Bar Association may be grounds for immediate termination. It is the responsibility of the individual employee to maintain good standing licensure during the term of employment.

Basic Knowledge and Experience:

Such as may have been gained through: graduation from an accredited Law School; and five to seven years employment experience in a responsible capacity within a legal services program involving the interpretation of law and the application of pertinent laws, rules regulations, polices and decisions; preferred experience in quasi-public corporate sector, **OR:** any combination of education and experience that shall be equivalent to the above education and experience.

Independent Action:

Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is subject to review of conformance to established policies, rules, regulations and provisions of law.

Supervisory Responsibility: None