



# TRI DELTA TRANSIT Opportunity

## Compliance Manager

Eastern Contra Costa Transit Authority (ECCTA), operating as Tri Delta Transit, was formed in the San Francisco Bay Area in 1976 as a Joint Powers Agency (JPA). As an essential service, Tri Delta Transit has provided public transportation to the communities we serve ever since.

The agency is centrally located 40 miles east of San Francisco, one hour south of the Napa Wine Country, and approximately one hour from three major airports. This beautiful area is comprised of 65 national and local parks, thriving sport and recreational waterways, hiking and biking trails, historic downtowns, along with art and culture centers. Tri Delta Transit provides a rare opportunity to live and work locally, as eastern Contra Costa County is the chosen Bay Area location to raise a family due to the schools and reasonable housing prices.

Currently Tri Delta Transit has an annual budget of \$41 million. Tri Delta Transit has provided, at times, nearly two million trips a year to a population of approximately 315,000 residents in the 225 square miles of eastern Contra Costa County. The agency operates 16 fixed-routes on weekdays, six on weekends, senior and paratransit services, non-emergency medical transportation (NEMT), and an on-demand shuttle service, "Tri MyRide". Tri Delta Transit operates maintenance in-house, but contracts with Transdev for the operation of the transportation fleet.

As one of the 27 public agencies in the Bay Area, Tri Delta Transit has a long standing focus on providing innovative integrated mobility options and of meeting the needs of the riders served. Tri Delta Transit will continue to move transportation into the future.

**BE ON THE ROAD  
TO A GREAT NEW CAREER!**



**Salary Range: \$88,346-161,501 DOQ**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Under the direction of the Chief Executive Officer:
- Serve as the Civil Rights Officer
- Serve as the Disadvantaged Business Enterprise (DBE) Liaison Officer
- Serve as the Safety Management System (SMS) Executive
- Serve as Equal Employment Opportunity (EEO) Officer
- Gather, analyze, and report FTA-related data related to SMS and DBE
- Facilitate the Safety Solutions Team Committee meetings
- Manage and maintain the functions of ECCTA's Emergency Operations Center, including training and exercises





## EXAMPLES OF DUTIES:

- Develop, implement and monitor the EEO, DBE, and Title VI programs
- Develop, implement and monitor the Public Transportation Agency Safety Plan (PTASP)
- Develop, implement and monitor ECCTA's various plans and programs related to safety, security, and emergency response; including, but not limited to, the Hazard Communication Plan, the Security and Emergency Preparedness Program, and the Emergency Operations Plan.
- Submit information required for EEO, DBE, Title VI, and PTASP federal reporting requirements
- Manage or conduct staff training as required as part of plan and program compliance requirements
- Provide advisory and consultative guidance to the Chief Executive Officer, staff and the public in the interpretation and implementation of policies and procedures pertaining to EEO, DBE, Title VI and PTASP programs and regulations
- Coordinate public engagement and language assistance activities for civil rights compliance to engage minority and LEP populations
- Review and investigate Title VI complaints
- Represent ECCTA at various meetings
- Ensure ECCTA's website is updated as it relates to EEO, DBE, Title VI
- Manage the facility proximity card distribution and record keeping
- Issue and manage the employee/dependent ID cards
- Other duties as assigned

## MINIMUM QUALIFICATIONS:

### Education:

Completion of a Bachelor's Degree or equivalent. Experience may be substituted for education on a year-for-year basis.

### Experience:

Demonstrated ability to read and interpret rules and regulations, collect, interpret and evaluate data. Experience in civil rights compliance, safety, planning, business administration, or a related field preferred.

### Knowledge and Skills:

- Strong verbal and written communication skills. Proficient in Excel, Word, Power Point and standard office software.
- Ability to prioritize work and manage without direction.
- Have a commitment to accuracy.
- Have strong organizational skills and a flexible attitude that can accommodate a dynamic environment.
- Have strong training or presentation skills.
- Understanding of laws and regulations applicable to Title VI, Disadvantaged Business Enterprise, and Safety.



# COMPLIANCE MANAGER



## Apply at:

To be considered for this opportunity, submit your application, cover letter, and resume to [HR@eccta.org](mailto:HR@eccta.org).

### **APPLICATION DEADLINE:**

The position will remain open until filled.

Confidential inquiries should be directed to Human Resources. Call 1-925-754-6622, then select 1, 3 then 5 to be connected with the HR Department.



**TRI DELTA TRANSIT**

801 Wilbur Avenue  
Antioch, CA 94509  
1-925-754-6622  
[www.trideltatransit.com](http://www.trideltatransit.com)

ECCTA is an equal opportunity/access/affirmative action/pro-disabled and veteran employer.



BENEFIT	WHEN ELIGIBLE	COST	HIGHLIGHTS
<b>Medical Insurance</b>	First day of the month following 60 days of employment	100% Employer paid for Kaiser plan for employee & eligible dependents. Employee pays premium difference for other plans.	<ul style="list-style-type: none"> <li>• Comprehensive coverage through California Choice company.</li> </ul>
<b>Dental Insurance</b>	First day of the month following 60 days of employment	Employer paid	<ul style="list-style-type: none"> <li>• Comprehensive coverage through Best Life plan.</li> </ul>
<b>Vision Insurance</b>	First day of the month following 60 days of employment	Employer paid	<ul style="list-style-type: none"> <li>• Comprehensive coverage through VSP plan.</li> </ul>
<b>Life Insurance</b>	After 6 months	Employer paid	<ul style="list-style-type: none"> <li>• 1x annual base pay</li> </ul>
<b>Long Term Disability</b>	After 6 months	Employer paid	<ul style="list-style-type: none"> <li>• Includes short term disability coverage</li> </ul>
<b>Holidays (11)</b>	Immediately	Employer paid	<ul style="list-style-type: none"> <li>• Actual/Observed</li> </ul>
<b>Paid Time Off</b>	After 90 days	Employer paid	<ul style="list-style-type: none"> <li>• Hire date to 5 years of service- 8.63 hours earned/pay period. Hours increase every five years of service.</li> </ul>
<b>State Disability Insurance</b>	After 6 months	Employer paid	<ul style="list-style-type: none"> <li>• Employee portion paid</li> </ul>
<b>Workers' Compensation</b>	Immediately	Employer paid	<ul style="list-style-type: none"> <li>• Automatically</li> </ul>
<b>Retirement Savings Plan</b>	After 6 months	4% Employee contribution/ 12% Employer contribution. ECCTA contribution amount increases every ten years of service.	<ul style="list-style-type: none"> <li>• Can contribute up to IRS maximum</li> <li>• Income tax advantages</li> <li>• Choice of investment options</li> <li>• Will accept rollover contributions from a qualified plan</li> </ul>

**NOTE: All original appointments to regular full-time positions shall be tentative and subject to an initial probationary period of six (6) months.**

Descriptions of these plans do not include the important legal definitions or limitations that are in plan documents or plan contracts governing your benefits. Therefore, this summary does not replace those legal documents and in case of conflict, those legal documents govern your benefits. Since further conditions affecting Tri Delta Transit cannot be foreseen, Tri Delta Transit reserves the right to amend or terminate the plans at any time, subject to notice. Although any change in a plan or the termination of a plan will not affect the benefits paid to plan members before the date the plan was changed or ended, such change may result in reduced levels of benefits or benefit coverage, after the effective date of any such change.