

JOB DESCRIPTION

Job Title: Compliance Officer I

FLSA Status: Exempt

Salary Grade: 7

PURPOSE OF POSITION

The Compliance Officer I will monitor contractor performance to ensure the contractor meets specified standards including Standard Operating Procedures, efficiency testing and training. In addition, this position performs quality assurance measures necessary to provide support and coordinate the flow of passengers at outlying stations in the six county SCRRA service areas.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Compliance Officer series. At this level, assignments are generally limited in scope and are performed within a procedural framework established by higher-level employees.

SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from departmental management/supervisory level roles
- No formal supervisory responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Oversee the day-to-day operations of contractors and foreign railroads operating and/or maintaining SCRRA equipment at various SCRRA locations.
- Ensure that contractor performance meets specific standards including all federal and state regulations, Standard Operating Procedures, efficiency testing, and training. Recommends corrective actions as needed.
- Work closely with other Agency personnel to ascertain the root causes for failures, injuries, and incidents and recommend remedial action.
- Respond to any incidents of alleged rule violations by SCRRA operations or contractor employees. Collects and/or documents evidence of incidents and performs investigative tasks. Prepare reports and documents for agency management.
- Respond to incidents involving SCRRA trains on SCRRA and foreign railroad territories. Work in conjunction with other first responders from SCRRA, SCRRA contractors, other railroads, state and federal entities, law enforcement, fire, and medical personnel who may arrive at the scene of an incident. Act as Railroad Incident Commander and perform other duties as assigned during service disruptions, including working as a liaison with first responders such as law enforcement, fire, and medical personnel that respond to scenes.
- Collect reports, facts, recorded information, and statistics to create reports on a monthly, quarterly, semi-annual, and annual basis for documentation of trends for submission to agency management and state and federal government regulators.



- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma, GED or its equivalent.
- A minimum of two (2) years of work experience in railroad operations regulatory compliance.
- A combination of training, education and or experience that provides the required knowledge, skills and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of required experience.
- Valid Class C California Driver's License with a satisfactory driving record of no more than two moving violations and no DUIs within the last three (3) years.

Preferred Qualifications

- Undergraduate degree preferred.
- Regulatory experience in 49 CFR 213 and 214
- Regulatory experience in 49 CFR 234 and 236

Knowledge, Skills, and Abilities

Knowledge of:

- The Authority's operations and business practices, as well as the railroad regulatory environment
- Crew and equipment manipulations, and all rolling stock and related air brake equipment
- On track safety standards utilized by the authority.
- Federal, state, local laws, and rules and regulations for equipment, on-train safety and control systems including 49 CFR, parts 200-299

Skilled in:

- Use of Microsoft Office
- General Code of Operating rules/ Maintenance of Way Operating Rules

Ability to:

- Communicate effectively, both orally and in writing, to individuals and groups at all levels within and outside of the organization
- Investigate and evaluate disruptions of service
- Respond to various crises in a composed manner
- Multitask and manage multiple projects
- Interpret a variety of data and recognize trends and nonconformities
- Work irregular hours, nights, and weekends when necessary



PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position; such as computers, office equipment and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last updated: June 2025

