

JOB DESCRIPTION

Job Title: Coordinator, Compliance

FLSA Status: Non-Exempt

Salary Grade: 6

PURPOSE OF POSITION

The Coordinator, Compliance will provide clerical and administrative support to Field Operations personnel.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series

SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from departmental management/supervisory level roles
- This position has 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.

- Act as system administrator for the Industry Safe Efficiency Testing System.
- Administer all Rule Violation/Root Cause Analysis proceedings, including scheduling root cause meetings.
- Obtain related documentation for filing and uploading onto Industry Safe, and additional reports and logs.
- Track root cause from initial report or incident to close-out.
- Provide setup, facilitate and process file documentation for all department meetings associated with Field Operations/Compliance Department, including Weekly Field Operations/Compliance Department Staff Meetings, Monthly Contractor's Efficiency Testing Meetings and Monthly Rules Committee Meetings.
- Maintain and update an Excel log of employees and contractors who are territory qualified on SCRRRA Right of Way. Maintain related files on-line and hard copies.
- Participate in various field activities, which may include compliance inspections, audits, hy-rail trips and/or special assignments/projects as assigned by the Field Operations/Compliance management.
- 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 three (3) years of work experience in a secretarial or administrative office role.
- A minimum of one (1) year of work experience in delivering internal customer service.
- 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 the required experience.



Preferred Qualifications

None

Knowledge, Skills, and Abilities

Knowledge of:

- Industry Safe Systems
- Excel and Microsoft Office
- Data formation
- Internal customer service delivery
- General office administration and practices and procedures
- SCRRA Right-of-Way and forms, train schedules, maps and documents

Skilled in:

- Verbal and written communication
- Organization and time management

Ability to:

- Handle confidential information
- Maintain accurate file system
- Manage deadlines

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

