

## JOB DESCRIPTION

**Job Title:** Senior Manager, Compliance

**FLSA Status:** Exempt

**Salary Grade:** 11A

### PURPOSE OF POSITION

The Senior Manager, Compliance, will monitor, review, and analyze the performance of the operations compliance function in accordance with 49 CFR Part 200-399. This position will identify and measure metrics for contractor performance, customer requirements, and safety and efficiency testing.

### DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

### SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from the director and Executive level management
- Responsible for supervising and monitoring performance for a division or a department

### 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.*

- Provide effective coordination and oversight for departmental work to ensure the successful delivery of services associated with field operations compliance and its related activities.
- Ensure that SCRRA operating, mechanical and engineering, maintenance and rehabilitation contractors' program of instruction meets the specified standards of the rules as depicted under the appropriate Code of Regulations including SOPs, efficiency testing, and training.
- Review and monitor the means and procedures to be used for instruction of the various classes required for SCRRA employees and all contractor employees including the frequency of instruction and the basis for determining that frequency, a schedule for completing the initial instruction of employees who are already employed when the program is updated or amended, and for each new employee hired subsequent to any program updates or amendments.
- Maintain and have accessible an updated and accurate resource materials, original copy of all rules, the written program of instruction for the rules, the GCOR, timetable and supplemental instructions and be the designated representative for the authenticated copy of an electronic version of the information required by the regulations.
- Manage the business process for the distribution of the updated versions of all required rules and for issuance to the appropriate SCRRA staff for distribution to other railroad personnel including contractors and partner railroads.
- Ensure that SCRRA operating services contractors' performance meet specific railroad rules, including the Operating Supplemental Instructions and as required in 49 CFR, Parts 200-399.
- In accordance with 49 CFR Part 217.9; monitor and assess various projects, including the performance and instruction carried out by contractors or outside consultants and retain the written program of instruction



on file for inspection and reporting. Perform additional monitoring and reporting for all contractor monthly testing programs.

- Communicate the business process for instruction that may include pre-test and post-test information and remedial instruction given for correction of failures to appropriately qualify on the program.
- Participate in the development and revision of policies and procedures for field operations compliance and its related activities.
- Ensure that the federal safety standards for the eligibility, training, testing, certification and monitoring of all locomotive engineers and conductors is enforced consistently in accordance with 49 CFR Parts 240 and 242; including, all operating service contractors are testing under the Federal Railroad Administration's Cardinal Safety Rules.
- Direct the business process for the distribution of the updated versions of all required rules and for issuance to the appropriate SCRRRA staff for distribution to other railroad personnel including contractors and partner railroads.
- Manage the Operations Compliance Officer efficiency testing goals.
- Use Industry Safe reports and face to face meetings with contract managers to provide oversight for direct testing and for joint testing to measure system safety and efficiency testing results.
- Manage and maintain processes and reports associated with all incidents involving Metrolink trains. Partner with the operating contractor and the Los Angeles Sheriffs to assume operational control of the incident.
- Manage the preparation and processing of all Board items in relation to departmental programs.
- Organize and participate in regular department meetings to ensure communication of strategy and action plans.
- Collaborate with managers and various departments to accomplish organization and department objectives.
- Monitor and evaluate staff and contractors to establish training needs within the department to ensure objectives and expectations are met.
- Establish a team environment, among department personnel, other SCRRRA departments and contractors.
- Provide accurate reports and updates to executive level management and various SCRRRA departments and stakeholders.
- 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

- Bachelor's degree in Public Administration, Business Administration, Instructional Design, or a related field.
- A minimum of three (3) years of experience in a public agency or commuter railroad/freight operations, including work on a Class 1 regional railroad, Amtrak, or Commuter Railroad.
- A minimum of five (5) years of experience in a supervisory role and demonstrate thorough knowledge of federal, state, and local laws, rules, and regulations related to the railroad industry.
- A combination of training, with a minimum of an Associate Degree 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.



- Must be qualified on the General Code of Operating Rules (GCOR) and the timetable special instructions for the SCRRRA system, or become qualified within the six-month Introductory Performance Period.
- A 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 years

### Preferred Qualifications

- Railroad industry and/or APICS certification.

### Knowledge, Skills, and Abilities

#### Knowledge of:

- Maximus/AssetWorks Materials Management System or similar Transportation software applications.
- Process management involving vendors and suppliers.
- SCRRRA policies and procedures. Federal, state, and local government laws and regulations.

#### Skilled in:

- Oracle Financial Information System (FIS) or similar software system.
- Microsoft Office with strong Microsoft Excel skills, including Pivot Table, V & H Lookup, and presenting data graphically.
- Strong and effective leadership, communication, and time management.
- Analysis, measurement and process improvement

#### Ability to:

- Balance multiple initiatives simultaneously and meet deadlines in a fast-paced work environment with frequently changing priorities.
- Guide team cohesiveness by establishing, communicating, and reinforcing shared values and norms.
- Provide clear direction and policies to eliminate or reduce potential conflicts.
- Exercise sound judgment within general policy guidelines

### 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: January 2026

