



Join our growing **COMPLIANCE REVIEW TEAM**. We are searching for at least three new team members with acumen in regulatory compliance for our well-established and growing Federal/State compliance team. Candidates with demonstrated experience and expertise in finance, grants management, and/or drug & alcohol testing regulatory compliance are preferred. Key positions are Lead Reviewer, Associate Reviewer and Drug and Alcohol reviewer.

#### **ABOUT US**

RLS & Associates, Inc. (RLS) is a national consulting company that uses a person-centered planning approach and uses technology as a tool to create innovative mobility solutions for our clients. RLS clients include public transit systems, Federal and State departments of transportation, government agencies, and non-profit organizations. This woman-owned, certified disadvantaged business enterprise was established in September 1987 and has grown to be a highly respected and sought-after consulting firm in the transit industry today. Since its inception, RLS' mission has been to "assist the transit community in identifying, facing, and meeting current and future challenges in an affordable, practical, and high-quality manner while maintaining the highest standard of integrity and professionalism."

#### **JOB DETAILS**

RLS is seeking qualified individuals to join its compliance practice and provide technical assistance and on-site regulatory reviews of various transit systems throughout the United States regarding the regulations of the United States Department of Transportation (USDOT) and Federal Transit Administration (FTA). Successful candidates will be self-motivated with a strong work ethic and the ability to work both independently and as part of a team in dynamic environments. *The successful candidates will operate out of Dayton, OH, San Antonio, TX, or Washington D.C.*

Each of the three positions require substantial interaction with project team members, clients and the general public and expects excellent oral and written communication and presentation skills. Strong computer skills preferred.

Reports to the Company President, Chief of Operations and Director of Compliance unless otherwise assigned. Additionally, the ideal candidates will possess the proven ability to develop and maintain relationships with internal and external stakeholders, perform qualitative and quantitative analyses, manage multiple workstreams under tight deadlines, ensure strict adherence to project budgets, and travel up to approximately 40% of the time for project-related work occurring throughout the United States.

The successful applicants may fit into one of three roles with possession of the following qualifications:

- ◇ **Lead Reviewer:** Candidate possesses at least 5 years of public transit industry experience and at least 8 years of regulatory compliance related professional experience. The Lead Reviewer provides comprehensive oversight through compliance reviews of USDOT and FTA regulations and provides technical assistance. These reviews may be on-site or virtual and also conduct trainings on a variety of topics.
- ◇ **Associate Reviewer:** Candidate possesses at least 3 years of compliance-related experience. In this role, the Associate Reviewer will support the Lead Reviewer and with documentation review, meetings, technical assistance and follow through of corrective action follow-up for agencies reviewed.

- ◇ **Drug and Alcohol Reviewer:** The Reviewer will provide technical assistance and on-site regulatory reviews of various transit systems throughout the United States regarding the drug & alcohol testing regulations of the United States Department of Transportation (USDOT) and Federal Transit Administration (FTA). Candidate possesses at least 2 years of experience and Applicants should possess a deep understanding of the USDOT-FTA drug & alcohol regulatory landscape. Specifically, applicants must be familiar with USDOT-FTA drug & alcohol testing programs and regulations (49 CFR Part 40 and 49 CFR Part 655).

#### **PREFERRED SKILLS AND BACKGROUND**

Prior experience with a public transit system, state department of transportation, private or non-profit transportation provider, planning organization, or consulting firm;  
Associates will operate out of Dayton, OH, San Antonio, TX, or Washington D.C.

Each applicant will be required to submit at least two samples of their previous work (professional or college coursework) completed in the last 12 months. Applicants should indicate the date it was created, for what type of project, and for what company or course. Previous work will be examined for creative skills and ability.

#### **SALARY & BENEFITS**

The annual salary range for this position is \$65,000 - \$85,000, depending on position filled, qualifications and years of experience.

Medical, dental, and life insurance; 401k after introductory period; Profit Sharing Plan after introductory period; paid holidays, vacation and sick days

#### **OTHER**

Applicants may be subject to credit, criminal, Federal, and National Sex Offender Public Website (NSOPW) background checks and must possess a valid driver's license.

**Location for work:** The position is available at RLS offices in Dayton, OH or San Antonio, TX or Washington D.C. The office in San Antonio is situated in the northeast. The successful candidate must be open to relocating to RLS office locations as required.

*RLS & Associates, Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

**Interested candidates should submit resume along with salary requirements to:**

**RLS & Associates, Inc. Attn: Kristen Joyner, [hr@rlsandassoc.com](mailto:hr@rlsandassoc.com)**