

# Compliance and Risk Manager

## Job Details

### Job Type

Full-time

Kent, OH • Administration

## Description

**JOB RESPONSIBILITIES** (Performs other related duties as assigned.)

Daily management of PARTA's Safety and Security plans and activities. Provides a variety of clerical and administrative work in support of the Human Resource Department to achieve effective implementation of organizational policy and mission. Promotes a positive image of PARTA to work closely with area agencies such as local human service agencies, local police departments, insurance companies and other similar organizations. Performs work safely; follows safety work rules, guidelines and procedures and exercises maximum care and good judgment to prevent injury and accidents from occurring.

### **ESSENTIAL FUNCTIONS OF THE POSITION**

Works with the Chief of Staff and Chief Operations Officer to assess threats and vulnerabilities. Updates safety and security plan, as directed. Implements processes to protect PARTA, its employees and customers. Works with other departments to ensure security awareness materials and announcements are up to date and are changing to retain public interest. Maintains confidence of customers, staff, and others by keeping sensitive information confidential as appropriate.

Complete risk management training with employees. Assist with planning and management of security/emergency awareness activities (tabletop exercises, drills and assessments). Participate in monthly meetings, quarterly driver's meetings, training sessions, and other meetings as required; participate in Safety Committee meetings – chair Safety committee meetings.

Maintain knowledge of PARTA collision/incident procedures; assist in collision investigation – obtain police report when applicable; report collisions/incidents to Safety Committee; maintain and oversee collision/incident files. Assist in annual training of collision procedures.

Gathers, interprets and prepares data for studies, reports and recommendations. Updates the Ohio Transit Risk Pool (OTRP) database for collisions and incidents as necessary through iReporting. Works with Operations to complete video investigations and recordings, as needed. Conducts physical security and safety inspections on a regular basis. Works with the Bureau of Worker's Compensation (BWC) to promote safety in the workplace and to manage claims and costs.

Works with unruly customers to provide a safe environment for employees, other customers and the public. Must be able to enforce company policies, Federal and State laws. Works with staff and customers to deescalate situations.

Acts as a liaison with other local agencies and regional security partners, participating in information sharing and networking. Assists in gathering background and reference check information on candidates, as requested.

*"PARTA does not discriminate in provision of services or employment because of handicap/disability, race, color, creed, national origin, sex or age."*

## Requirements

**QUALIFICATIONS**

High school diploma or equivalent, five (5) to seven (7) years of progressively responsible experience with a public organization with security and/or safety experience; or an equivalent combination of education and/or experience.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

- A) Valid State of Ohio Driver's License with no more than four points required at time of hire.
- B) Successful completion of previous employment verification and criminal background investigation.
- C) Successful completion of post-offer non-Department of Transportation drug screen prior to hire is required.