

## VACANCY ANNOUNCEMENT

<b>Job Title:</b> <a href="#"><u>Regulatory Compliance Analyst - Legal</u></a>		
<b>Posting #:</b> 9807	<b>Issue Date:</b> 3/3/2025	<b>Closing Date:</b> 4/28/2025
<b>Location:</b> Newark, NJ		
<b>Salary:</b> To be discussed with recruiter		

### Position Summary

#### Roles and Responsibilities:

- Maintains an awareness of existing Federal and State regulatory and other legal requirements, internal policies and risk management plans (collectively “requirements”), and takes steps to ensure compliance corporate wide.
- Tracks new and emerging Federal and State requirements, analyzes the impact of changes in requirements on NJ TRANSIT’s business, and develops plans to ensure that the appropriate implementation of the requirements will result in compliance corporate-wide.
- Assists Deputy Chief Compliance Officers in assuring compliance by each operating unit with applicable rules and regulations set forth by Federal entities (e.g. Federal Transit Administration (FTA), Federal Rail Administration (FRA), Federal Motor Coach Safety Administration (FMCSA), or Federal Emergency Management Agency (FEMA)).
- Under the direction of Deputy Chief Compliance Officers, assist in identifying and addressing areas of weaknesses in compliance programs, organizational processes and performance by each operating unit.
- Monitors, and as necessary, coordinates compliance activities of other departments to identify trends.
- Under the direction of Deputy Chief Compliance Officers, assess and approve compliance-related projects and oversee to ensure timely project completion.
- Analyze, draft and manage strategic and programmatic documents relating to policy, legal and regulatory work.

- Assists with the development and implementation of compliance training programs by each business unit.
- Supports corporate governance across all business units by ensuring contract and other business actions comply with applicable statutes and corporate Bylaws.
- Provides analysis, development and research support for Deputy Chief Compliance Officers.
- Research and track trends and developments in the public transportation industry to enable NJ TRANSIT to stay abreast of any changes to industry best practices.
- Performs other compliance and/or policy and regulatory related activities as directed by the Chief Compliance Officer and/or Deputy Chief Compliance Officers.

**Education, Experience and Qualifications:**

**Minimum:**

- Bachelor's Degree in from a US Department of Education accredited college or university and two (2) years of compliance, legal, corporate governance, or regulatory experience.

**Preferred:**

- A Juris Doctor degree and/or a Master's degree/post-graduate degree from a US Department of Education accredited college or university is desired. Demonstrated ability to find solutions to compliance-related issues. Experience drafting memorandums providing analysis or advice is preferred.

**Knowledge and Skills:**

**Essential:**

- Excellent communication, analytical, organizational and research skill is required.

**Preferred:**

- Prior regulatory and/or compliance experience is preferred.

**At NJ Transit you will enjoy a competitive salary and excellent benefits package:**

- Comprehensive Family Health Insurance – Medical, Prescription, Dental, Vision
- Flexible Spending Account
- Life Insurance
- Paid Leave
- Tuition Assistance
- Pre-Tax Commuter Benefits Plan
- Retirement Plans:
  - 401(a) - Retirement plan with a 6% employer contribution
  - 401(k) - Retirement saving plan with up to an 3% company match
  - 457(b) - Deferred Savings Plan

## General Description

At NJ TRANSIT, diversity and inclusivity are vital to our success as are committed to hiring individuals from diverse backgrounds, experiences, abilities, and veteran status. As an Equal Opportunity Employer, we encourage all qualified applicants to apply and join our team.

NJ TRANSIT adheres to the NJ First Act. To learn more, click [here](#).

## Apply Today!

**Only applications submitted through the NJ TRANSIT Career Portal will be reviewed:**  
[Regulatory Compliance Analyst - Legal](#)

## Contact Information

1. Log in to your [NJ TRANSIT Career Portal](#) to check your application status
2. Check your inbox (and spam/junk folder!) for important information or next steps
3. Email [NJTSR@njtransit.com](mailto:NJTSR@njtransit.com) with general questions

**Disclaimer:** Please note that NJ TRANSIT has not adopted the provisions of Title 11A of the New Jersey Statutes (Civil Service). Thus, the Civil Service Commission will not play a role in or oversee the hiring process for this position.

