

Shelby County

Position Title: Program Compliance Oversight Monitor (PCOM)

Department: Central Illinois Public Transit/Shelby County Public Transportation

Location: Shelby County

Reports To: Public Safety Committee/Shelby County Board

Shift: Part-time (20-30 hours per week)

Salary Grade: \$28.59-\$35.00/hour

Approved By: Shelby County Board

Approved Date:

OVERVIEW:

Shelby County, referred to as the Grantee, is a grantee of Section 5311 and Downstate Operating Assistance Program (DOAP) funds as a direct recipient from the Illinois Department of Transportation, Office of Intermodal Project Implementation to provide public transportation. It is a requirement of the Illinois Department of Transportation that grantees have a Program Compliance Oversight Monitor (PCOM) on staff. Shelby County is responsible for the counties of Shelby, Christian, Clay, Fayette, Montgomery, and Moultrie.

SUMMARY:

This position oversees and reviews all grant applications for the Shelby County, Christian County, Clay County, Fayette County, Montgomery County, and Moultrie County Public Transportation Programs including Section 5311 and Downstate Operating Assistance and any other funding opportunities. The PCOM shall audit monthly and/or quarterly invoices, reconciles all financial transactions of the operator, prepares quarterly reimbursement requests to be submitted to IDOT, and works annually with the independent auditors. This position is responsible for the Federal and State compliance requirements of the Project and monitors the level and performance of public transportation service being provided by the Grantee and/or its Operator, ensures Operator policies and procedures meet state and federal standards and are being implemented as stated. Documents and resolves complaints, develops and updates a service coordination management plan, monitors the public transportation account (PTA), prepares and submits written reports to the Shelby County on a regular basis, and compiles and submits online reporting monthly, quarterly, and year-ending to IDOT through their grant management system.

APPOINTMENT AND SUPERVISION:

The PCOM is appointed and employed by the Shelby County Board and must be approved in writing by the Illinois Department of Transportation (IDOT). The PCOM works under the general supervision of the Public Safety Committee and will provide monthly reports to both the Shelby County Public Safety Committee and the Shelby County Board and report to the full Shelby County Board quarterly.

DUTIES AND RESPONSIBILITIES:

Duties may include but are not limited to the following:

- Oversees, reviews and submits all grant applications for the Shelby County Public Transportation Program including Section 5311 and Downstate Operating Assistance Program and any other funding opportunities. This includes a proficient knowledge of all applicable online portals, such as IDOT's grants management system known as BlackCat, SharePoint, State of Illinois Grant Accountability Transparency Act (GATA), etc.
- Audit and submit monthly invoices/reports of the Operator(s) and the grantee to IDOT.
- Reconcile all financial transactions of the Operator(s) and prepare quarterly reimbursement requests to IDOT.
- Prepare and complete year-end reports.
- Work with independent auditors as required.

MONITORING - The PCOM shall monitor and analyze the following:

- The level and performance of public transportation service being provided by the Grantee and/or its operator(s), if any within the Grantee's service boundaries. The PCOM shall monitor the following measures: hours of service, days of service, number of vehicles, revenue vehicle hours, revenue vehicle miles, system expenses and revenues, ridership, trip denials, revenue miles per vehicle, and cost per trip/mile/hour.
- The utilization, condition, and maintenance of Project Facilities and equipment.
- Conduct annual inspection of all transportation assets, including but not limited to, vehicles, facilities, equipment, maintenance tools, electronics, etc.
- The driver and staff training activities of the Grantee and/or its operator(s), if any;
- The eligibility of reimbursable expenses of the Grantee and or its operator(s), if any.

Service Coordination and Management Plan.

The PCOM shall develop and update, annually or as needed, a Service Coordination and Management Plan ("SCMP") that is approved in writing by IDOT. In the SCMP, the Grantee shall provide the following:

- A list of all of the public and specialized transportation service providers, Human Services Transportation Plan ("HSTP") Coordinators, and stakeholders within the Grantee's territorial boundaries.
- The methodology by which the Grantee shall ensure that public transportation service planning, design, and operation is open, transparent, and coordinated to the maximum extent possible.
- For a multi-county system, the methodology by which the Grantee shall ensure that the level of service provided (number of vehicles, days, hours, and miles) by the Grantee and/or its operator(s), if any, for each county within the Grantee's territorial boundaries is commensurate with the amount of state and federal funding allocated to each county.
- An explanation of the Grantee's and its operator's, if any, public transportation complaint procedures.
- Any additional information requested by IDOT.
- All service contracts associated with the Project, including any service contracts between the Grantee's operator and a third party within the Grantee's territorial boundaries. For the service contracts, the PCOM shall monitor the revenues received and the number of trips provided. The PCOM shall ensure all service contract revenue collected by the Grantee and/or its operator(s) is properly accounted for, and reimbursements are reconciled with the Public Transportation Account at the end of the state fiscal year.
- The ability for all customers to obtain pertinent public transportation information and schedule service with the Grantee and /or its operator(s), if any.
- Any additional items requested by IDOT.

Complaint Procedures:

- The PCOM shall document, investigate (if necessary) and resolve to the extent practicable all complaints regarding public transportation provided by the Grantee and/or its operator(s), if any.
- **Program Reviews** -The PCOM shall assist in all IDOT program reviews and audits of the Grantee and its operator(s) if any and attend all meetings between the Grantee and IDOT.
- **Compliance** - The PCOM will be responsible for monitoring compliance and adherence to all State and Federal regulations in relation to transportation, grant funding, and any/all Operator /Grantee agreements.
- **Training** -The PCOM shall attend, at a minimum, any relevant local and regional public and specialized service coordination meetings, such as the Regional Human Service Transportation Planning (HSTP) meetings; the RTAC's spring conference, Illinois Public Transportation Association (IPTA) Fall conference and any training sessions identified by IDOT.

Public Transportation Account:

The PCOM shall monitor the Public Transportation Account ("PTA"), by identifying and tracking deposits and withdrawals into and out of the PTA, the interest earned, and the balance of funds in the account as required by IDOT.

Reporting:

The PCOM shall submit monthly /quarterly activity reports to IDOT. The reports shall contain the following information:

- A summary of all public transportation service coordination meetings, initiatives, and activities undertaken by the Grantee and the Grantee's operator(s), if any.
- A summary and analysis of the activities monitored pursuant to this item, with recommendations and timeframes to correct any problems identified. For the service contracts, if any, in addition to a summary of the items being monitored, the Grantee shall also provide the following information: a list of all service contracts associated with the Project, including any service contracts between the Grantee's operator and a third party within the Grantee's territorial boundaries, and a summary of the Operator's efforts to obtain additional service contracts.
- A summary and analysis of public transportation complaints and, if applicable, the satisfaction of any entity receiving service from the grantee or its operator pursuant to a service contract, as well as recommendations and timeframes to correct any problems identified.
- For the annual report to IDOT, an accounting of all PTA transactions during the fiscal year and the amount of funds in the PTA to be carried over for future public transportation capital or operating expenses.
- Any additional information requested by IDOT.

MINIMUM QUALIFICATIONS:

- A bachelor's degree in urban planning, accounting, business or a related field; or
- An associate degree in accounting, business, or a related field and at least three years of related experience; or
- Any equivalent combination of related education and experience.
- Have no real or perceived conflict of interest with the service operator(s).

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient knowledge of experience with and skilled in the operation of personal computers and computer programs such as word processing, electronic spreadsheets, and databases.
- Advanced understanding of bookkeeping and accrual accounting.
- Ability to read and understand contractual and programmatic requirements of the Federal Transportation Administration's Section 5311 Program.
- General Program Knowledge - The PCOM shall possess proficiency in areas including but not limited to: Relevant federal and state grant program(s) purpose and funding; and State and federal public transportation capital and operating grant requirements.
- Ability to make independent decisions.
- Ability to work independently, complete projects, and administer administrative processes frequently without immediate supervision.
- Ability to establish and maintain effective working relationships with public and private groups, and individuals; ability to handle stressful situations.
- Ability to communicate effectively verbally and in writing with the public, officials, departments, offices, and staff; to follow instructions; and create and prepare correspondence.
- Ability to perform arithmetic functions, such as adding, subtracting, multiplying and dividing using whole numbers, common fractions, and decimals, with accuracy and care.
- Ability to maintain a high level of confidentiality.
- Strong written and oral communication skills.

ACKNOWLEDGEMENT

The position description has been approved by the appropriate authority and has been reviewed and approved by the Shelby County Public Safety Committee.

Shelby County Public Safety Committee Chair

The position description has been approved by the appropriate authority and has been reviewed and approved by the Shelby County Board.

Shelby County Board Chair

The employee acknowledges herby by undersigning that they have reviewed and understand the position description and have been provided a reasonable opportunity to have questions regarding the position description answered.

Employee Name (print) (Date)

Signature