



## **Transportation Program Monitor 2 - Compliance Program**

**Summary:** Transportation Program Monitor 2 (TPM2) will partner to create, build, and manage a compliance program. The compliance program will include, but not be limited to, procurement policies, regulations, standards via purchases using Statewide contracts, Agency Term Contracts, Local Purchases, and use of correct Procurement Methods. Compliance monitoring will be required using Edison - Financial Supply Chain Management (FSCM) and Edison queries at a minimum. The target audience for this compliance program will encompass all employees with Edison procurement roles.

In addition, the TPM2 will work directly with the Transportation Manager 1 for Advisory and Training, along with the core leadership at Procurement and Contracts Division (PCD). Initially, the TPM2 will become proficient in all training modules created by PCD. Secondly, the TPM2 will be instrumental in the development of a compliance checklist to gauge all procurement and contract functions within TDOT. With a compliance checklist provided, the TPM2 and future team members will conduct scheduled compliance visits and continuously monitor all procurement activities within TDOT. Opportunities for training and development will be provided based on trend analysis with contract and procurement opportunities for cost savings, mission completion, and compliance reviews.

At any time, this multi-faceted professional will have various tasks from supporting a core leadership team, to creating initiatives to assist with continuous improvement of procurement processes and policies. The TPM2 will use specific data collection or metrics to provide procurement reports and provide analysis as it pertains to all facets of procurement (i.e. spend analysis [by region, department, UNSPSC, etc.], contract usage report, doc type usage by buyers, etc.).

### **Duties and Responsibilities:**

- Contributes to creating and strengthening internal processes and refining protocols, policies, and templates
- Demonstrates proficiency and experience in a range of software applications (i.e. Microsoft Office and Edison – FSCM, and others)
- Attestation Review
- Supplier Registry updated
- Ensures compliance with applicable laws and internal policies and procedures regarding contracting and procurement
- Monitors the pre-award contracting process, method of procurement and establishing solicitation requirements and review process.

- Prepares periodic reports for the purpose of providing trend analysis as it pertains to contract usage / maximum liability, FSCM, requisition to receipt performance via buyers (i.e. lag times, denials, etc.)
- Reviews and determines compliance standards for contract management, grant agreements (as determined), and agency term contracts
- Participates in identifying procurement and contract training for staff and internal customers (i.e. procurement officers and supervisors)
- Monitors procurement files and records stored in an electronic data management system or file (i.e. uploading attachments as a Procurement file in Edison and FileNet) per policies and procedures outlined
- Identifies areas of vulnerability and gaps in procurement and contracting
- Responds to inquiries by staff and procurement officers as needed

### **Minimum Job Requirements**

1. One year minimum experience in procurement and/or contracts for Tennessee Government.
2. One year minimum experience with Edison.
3. Two years minimum experience with trend analysis, data collection, and briefing management on compliance findings
4. One year minimum of Office management, administrative or administrative assistant experience
5. Ability to multi-task while prioritizing and having sound time management skills in order to sustain daily operations.
6. Strong organizational and planning skills
7. Strong clerical skills with proficiency in the use of latest software applications such as: Microsoft Outlook, Power Point, Excel, and Share Point.
8. Knowledge of business management principles
9. This position will require approximately 10-15 percent travel within the state.

### **Knowledge, Skills and Abilities Required**

1. Integrity
2. Communication skills
3. Analysis and Assessment
4. Time Management
5. Attention to Detail
6. Initiative
7. Teamwork
8. Developing Standards
9. Continuous Improvement mindset
10. Sound judgement