

## **GATEWAY PROGRAM**

**Gateway Development Commission (GDC)**

**Job Title: Deputy Inspector General**

**Location: New York/New Jersey**

**Date: 8/20/2024**

**Job ID: 12-002**

### **Summary of Responsibilities**

The Deputy Inspector General reports directly to the office of the Inspector General and plays a crucial role in upholding the highest standards of integrity and ethical conduct within the Gateway Development Commission (GDC). The Deputy Inspector General is responsible for assisting in conducting independent investigations related to fraud, waste and abuse as well as performing audits/reviews and other projects with the objective of monitoring and improving efficiency throughout GDC's operations.

### **Essential Functions:**

- Under the direction of the Inspector General, offers guidance on a variety of issues; provides strategic assistance and leadership relating to investigations, audits/reviews and the administration of the GDC whistleblower program; identifies and drafts workplans for impactful projects designed to measure and improve efficiency.
- Performs research on relevant state and federal authorities (e.g., Federal Transit Administration and Federal Railroad Administration grant program requirements) to monitor performance and formulate effective controls and compliance protocols.
- Conducts special investigations of a highly sensitive and/or complex nature, or requiring legal expertise as assigned by the Inspector General. Conducts fact-gathering interviews and drafts investigative reports.
- Assists with the coordination, information-sharing and management of working relationships with external oversight agencies.
- Oversees and monitors the status of ongoing investigations, audits/reviews and other OIG matters to ensure effectiveness and adherence with the investigative policies, procedures, and standards established by the Inspector General and established deadlines.
- Performs legal research on issues related to investigations, audits/reviews and other projects. Drafts investigative reports, annual or semiannual reports, internal and external communications, presentations, policies and procedures.

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- Develops training opportunities for Gateway Development Commission and the GDC Office of Inspector General staff.
- Assists the Inspector General with administrative functions, including staff management, budget, reporting compliance, case file maintenance, strategic planning, policies and operating procedures, documentation, training and presentations.
- Performs other related duties.

### **Job Requirements**

- Juris Doctor from an American Bar Association accredited law school.
- Proven leadership, supervisory, interpersonal, and organizational skills and the ability to delegate assignments and tasks while simultaneously monitoring the progress of multiple tasks.
- Minimum of 10 years of legal work experience in the areas of investigations of fraud, regulatory compliance, ethics, criminal/administrative law, government oversight, government auditing.
- Three years' experience in a supervisory or management capacity is highly desirable.
- Three years' experience in litigation is highly preferred.
- Designation as a Certified Inspector General (CIG), Certified Inspector General Investigator (CIGI), Certified Inspector General Auditor (CIGA), Certified Fraud Specialist (CFS) or comparable certification highly desirable.
- High ethical standards.
- Advanced writing skills with the ability to draft reports and other written work products within established deadlines and with clarity. Strong legal writing ability preferred.
- Exceptional people skills and a commitment to professionalism and collegiality, with an ability to communicate effectively at all levels of a large governmental organization.
- Proficiency in using databases and a variety of software programs, including Microsoft Office (Excel, Word, PowerPoint, Outlook)

### **Project Background**

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation's busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

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The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110 year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey and the New York State Department of Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

*The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.*

To apply, please email your cover letter and resume to [jobs@gatewayprogram.org](mailto:jobs@gatewayprogram.org) with the job title "Deputy Inspector General" in the subject line.