



# NOTICIAS

January Newsletter

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**HLAI Telephone Number**  
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[www.hlai.org](http://www.hlai.org)

**Noticias Editor**  
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## President's Message

Chicago IL, January 1st, 2012

Dear HLAI friend:

¡Feliz Año Nuevo 2012! Happy New Year 2012! We begin this year with renewed energy, lots of projects in the works and a couple of new things up our-sleeve. First some good news to start off the New Year: The Board has worked very hard over the last year to create value for your membership and we have been able to do so **without raising** membership dues. So, as we begin this year, please don't forget to send in your HLAI dues (\$50 for Attorneys more than 5 years in practice, \$35 for new attorneys and \$10 for Law Students).

Secondly, January is a cold month, but the Judicial races are just heating up! HLAI has partnered with the Cook County Bar Association in co-sponsoring the Supreme Court candidates' informational session to be held January 5<sup>th</sup> at the Loyola Law School (details below).

You might have noticed that this Bar year we have been co-sponsoring more and more events with other organizations and Bar associations (e.g. the Holiday Party). As you know, opening up opportunities for Latino and Latina attorneys is not only about saying "why aren't enough of us in this or that position?" It is about being actively engaged in the issues that affect our profession.

You should know that during our Board meetings we often always ask ourselves: What are we offering the membership? What can we do to bring a value-added event to them? Put a different way, the deeper question is: Why does HLAI exist? We exist to provide a service to our fellow Latino and Latina lawyers; to create work and career opportunities whether you are in

Continued on page 2

government service, the judiciary, a non-profit organization or an attorney in private practice. So we look for new and creative ways to organize events that serve that purpose and to associate ourselves with other like-minded organizations that are also looking to open up those spaces and opportunities.

In that spirit, we have approached the Consulate General of Mexico about referring more business to Latino and Latina Lawyers. And they have responded with an open call for interested attorneys to send in their information (*see* details below). So please let us know what else can we—as a Bar association—do to support you. Share your ideas with us and take advantage of this and other opportunities that HLAI brings to you.

And of course we save the best for last: This January we are launching our brand new WEBSITE!!!! Special thanks to all of our Board members who have worked tirelessly to make this a reality and to capitalize on this opportunity to modernize HLAI. ¡Mil Gracias equipo!

Hoping you have a positive, wonderful and fruitful January, I remain

Cordially,

Salvador A. Cicero-Domínguez, Esq.  
HLAI President 2011-2012.



HLAI Holiday Party. Pictured: Former President, Mario Utreras, Yuly Joa, Rafael Lazaro, Rick Meza, Celia Meza, President Salvador Cicero, and Silvia Romero.

**1/5/12:** The Cook County Bar Association (CCBA) will present and host a symposium for Supreme Court candidates on January 5, 2012. The symposium will be held at the Loyola School of Law, located at 25 E. Pearson, Chicago, IL. There will be a reception from 5PM-6PM. The symposium will immediately follow from 6PM-8PM. The CCBA invites all HLAI members to attend this important event. Seating is limited, and if you would like to attend, please call the CCBA's office at 312-630-1157 ext. 4, to confirm your attendance, and arrange to pick up your ticket from the CCBA Office at 39 S. LaSalle Street, Suite 1117. This is a non-partisan event and neither HLAI nor the CCBA nor the Loyola School of Law endorses any candidate for any office.

**1/11/12:** The University of Illinois Latino/a Law Student Association invites HLAI to a reception supporting its Latino Law Student Scholarship Fund. The event will be on Jan. 11 from 6PM-8PM at Moe's Cantina-River North, 155 W. Kinzie St., Chicago. Individual tickets are \$25 dollars. Please RSVP by January 4 to Alex Longan at

# January HLAI Events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 <i>Happy New Year</i>	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

longan@illinois.edu or Korina Sanchez at ksanche3@illinois.edu.

**1/14/12:** Exclusive Tips on How to Find Your First Job. The Hispanic Lawyers Association of Illinois and Jackson Lewis is presenting a panel discussion on the best methods to find legal employment from 3PM-6PM at 150 N. Michigan, Suite 2500. Esteemed members of the bar will discuss proven techniques to set your resume apart, interview strongly, and convince your future employer of your high value. A cocktail and



appetizer reception will immediately follow at Mercadito. This exclusive complimentary event is available to Hispanic Law Students and HLAI members. For more information contact Anna Lozoya at lozo246@gmail.com.

## What We've Been Up To

### Diversity Scholarship Foundation's Annual Unity Award Dinner



On November 30, 2011, HLAI Board Members represented HLAI at the Diversity Scholarship Foundation's Unity Award Dinner. Pictured: Litza Mavrothalasitis, Alejandro Menchaca, and Luana Olivas.

# Jobs and Volunteer Opportunities

## Employee Benefits Attorney

The Madison, Wisconsin Office of Quarles & Brady LLP seeks a junior level associate with one to three years of experience to work on both Commercial and IP litigation matters. The ideal candidate will have experience in researching, writing, and drafting written discovery and preparing deposition outlines. Experience in IP litigation matters is a plus. Applicants should have excellent writing and oral advocacy skills, strong academic achievement, and the ability to work independently.



The successful candidate must be extremely motivated to join their national litigation team. They are looking for an individual who has a very strong academic record paired with the skills, enthusiasm and commitment to become a partner at this firm.

## Four Metra Opportunities

1. Programmer Analyst: Reports directly to the Project Leader, prepares or assists with the preparation of computer programs to solve business problems and reviews, analyzes, and changes programs to reflect changes in business requirements or hardware/operating system configurations. Designs codes, and tests new computer programs and revises existing computer programs using a variety of program development tools on both mainframe and PC platforms. Provides queries, ad-hoc and special reports to user departments as required. Assists users in the operation of existing, or new systems with problem determination and documentation. Prepares flowcharts, menus, record and database specifications, user manuals, and training materials. Performs other related duties as assigned to meet the ongoing needs of the organization. See page [11](#) of this newsletter for the minimum acceptable qualifications.



2. Senior Project Administrator: Reporting directly to the Manager, Grant Administration, coordinates and performs the daily administration of capital projects. Handles all related functions associated with Metra's railroad districts and contract railroads as they relate to capital obligations. Analyzes all force account activities. Updates the force account plan, protective insurance expenditures and concurrence status report on capital activities. Responsible for the day-to-day administrative duties. Prepares and updates the monthly Project Status Sheet and chairs monthly project status meetings. Performs other related duties as assigned to meet the ongoing needs of the organization. See page [12](#) of this newsletter for the minimum acceptable qualifications.

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3. Section Chief, Grant Administration: Reporting directly to the Senior Manager, Grant Development, supervises and directs capital grant applications, contract processes, approval functions and grant implementations. Assist in establishing the day-to-day operations of the department. Prepares documentation, coordinates and ensures the processing of capital grant applications, amendments and extensions. Maintains the documentation process related to grant approval, contracts, expenditures, cash flows, budget revisions, closeouts, funding expirations, grant history, and salvage sales to ensure consistency with governmental mandates and regulations. Handles requests for reimbursement for Metra's capital expenditures required to meet the company's cash flow needs. Interacts and coordinates activities with federal, state and local governmental agencies and officials relating to the development and administration of the company's capital improvement grants. Documents grant processes and represents grant administration activities to internal and external auditors and funding agency reviews. Ensure compliance with capital grant funding agency asset maintenances, continuing control regulations and documentation requirements. Performs other related duties as assigned to meet the ongoing needs of the organization. See page [13](#) of this newsletter for the minimum acceptable qualifications.

4. Senior Budget Analyst: Reports directly to the Director. Conducts financial and other analyses related to the operations of the NIRCRC and Purchase of Service Contract commuter railroads. Researches actual financial performance against budget. Monitors financial trends, conditions and fiscal allocations. Manages financial forecasts and evaluates financing proposals and cost alternatives. Completes detailed reviews of operating results versus approved plans and forecasts. Utilizes metrics, ratios, and other established measurement tools to enhance existing budget and reporting activities. Prepares findings, recommendations and presentations in both written and oral formats for the executive and management staff. Writes operating management and executive level targeted memoranda describing results, issues, and potential remedies for variances. Maintains the integrity of computer based programs, including mainframe computer interchanges, to monitor, evaluate and report Metra's financial condition. Performs other related duties as assigned to meet the ongoing needs of the organization. See page 14 of this newsletter for the minimum acceptable qualifications.

## **Labor and Employment Law Associate**

Mid-Size firm looking for a three to five year experienced labor and employment associate. Please send your resume to Christina-Lopez Nutzman at the following e-mail address: [christina1877@yahoo.com](mailto:christina1877@yahoo.com).

## **Business Development-Call for HLAI Membership Participation**

The Consulate General of Mexico in Chicago has approached HLAI to identify bi-lingual attorneys willing to receive referrals from the consulate. The areas of law requested are Civil Litigation, Family Law, Immigration Law, Criminal Law and Labor Law. All interested members please send your name, address, phone and areas of practice to [sal@cicerolawfirm.com](mailto:sal@cicerolawfirm.com) by January 20th, 2012.

## Member Benefits Reminder

HLAI participates in the **American Airlines Business ExtrAA Awards Program** to earn travel rewards for travel to the HNBE Conference and other professional events as designated by the board.

By designating HLAI as your business, you and HLAI can both earn travel rewards toward future travel. Please include HLAI during your fall air travel on AA!

Business Name: HLAI Hispanic Lawyers Association of Illinois.

**Business ExtrAA Account Number: 787505**

To earn Business ExtrAA travel rewards, all you need to do is ensure the HLAI Business ExtrAA account number appears on all of your tickets with American Airlines, American Eagle® or



Sign up today!

## Ring in the new year by renewing



Make sure that your 2012 HLAI membership is up to date. To join or renew your membership, email the HLAI Membership Secretary at [hlaimembership@yahoo.com](mailto:hlaimembership@yahoo.com). The membership form is attached to pages [8](#) and [9](#) for your convenience.

## Acknowledgements

Ongoing thanks to Ruben Chapa and Salvador Cicero for contributing to our “Jobs and Volunteer Opportunities” section. If you know of any job or internship openings, please share them with HLAI’s membership by e-mailing [abogados.chicago2@gmail.com](mailto:abogados.chicago2@gmail.com).

## Newsletter

Members are free to contribute their announcements and pictures by sending them to [abogados.chicago2@gmail.com](mailto:abogados.chicago2@gmail.com). Please title your message as “Newsletter.” The deadline for January submissions is Saturday, December 24th.

HISPANIC LAWYERS ASSOCIATION OF ILLINOIS ("HLAI") MEMBERSHIP FORM
Calendar Year 2012

\* Required Fields \* [ ] Renewal (update information) \* [ ] New Membership

\* Name: \_\_\_\_\_
First Middle Last

\*Business Name: \_\_\_\_\_

\* Business Address: \_\_\_\_\_ Website
Domain: \_\_\_\_\_

\*Business Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\*Email Address: \_\_\_\_\_ Title: \_\_\_\_\_

\*If you prefer to be contacted elsewhere, please provide alternate information:

Mailing Address: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\*I am (check all that apply):

- 1 [ ] an attorney licensed to practice in Illinois, admitted in \_\_\_\_\_ (year);
2 [ ] an attorney licensed to practice in \_\_\_\_\_ (other state(s) and year(s));
3 [ ] a judge presiding in \_\_\_\_\_, since \_\_\_\_\_ (year);
4 [ ] an adm. law judge/arbitrator/hearing officer for \_\_\_\_\_, since \_\_\_\_\_ (year);
5 [ ] a law professor at \_\_\_\_\_, since \_\_\_\_\_ (year); and /or
6 [ ] a law student at \_\_\_\_\_, with an expected graduation date of \_\_\_\_\_ (year).

Law school attended (or attending) and year of graduation: \_\_\_\_\_

\*ANNUAL DUES: [ ]\$350.00 sustaining member; [ ]\$200.00 patron member; [ ]\$100.00 contributing member;
[ ]\$50.00 more than five years of practice; [ ]\$35.00 five years of practice or less; [ ]\$10 for law students

2011-2012 DUES OPTION: A combined 2011 and 2012 membership fee is available:

[ ]\$65.00 more than five years of practice; [ ]\$50.00 five years of practice or less

\* Membership applications approved on or after December 1 are considered to be for the remainder of that calendar year and the following calendar year. Applications approved on or before November 30 are considered to be for the remainder of 2011 and dues are not prorated, unless you select the 2011-2012 DUES OPTION.

Donations: [ ] HLAI Charities [tax deductible, enclose a separate check payable to "HLAI Charities"]

1a [ ] \_\_\_\_\_ Community Food Baskets Fund 1b [ ] \_\_\_\_\_ JD Mentors Program

2 [ ] \_\_\_\_\_ Latina Lawyers Committee

3 [ ] \_\_\_\_\_ General Fund

Total Amount Enclosed \_\_\_\_\_

HLAI is an Affiliate of the Hispanic National Bar Association. As an HLAI member, for a \$20 annual fee, you can join the Hispanic National Bar Association as an "Affiliate Attorney." HLAI does not take payment on behalf of the HNBA. Please visit www.hnba.com to become a member of the HNBA.

Please return this completed form and dues payable to The Hispanic Lawyers Association of Illinois to:
Hispanic Lawyers Association of Illinois, 321 South Plymouth Court, 6th Floor, Chicago, IL 60604.

If paying on-line please e-mail this form to smavrothalasitis@jenner.com with HLAI Membership in the Subject.

Date: \_\_\_\_\_

Signature \_\_\_\_\_

**MEMBERSHIP DIRECTORY, REFERRAL AND COMMITTEE INFORMATION**

HLAI intends to publish a 2012 HLAI Membership / Referral Directory on-line at [www.hlai.org](http://www.hlai.org).

If you do not wish to be included in the Directory, please check the box:

*The Directory will use your business address, phone, website and e-mail unless otherwise indicated.*

**\*LIST AREAS OF CONCENTRATION/PRACTICE (LIMIT TO FIVE), IF ACCEPTING REFERRALS:**

- |                             |   |                             |                                     |
|-----------------------------|---|-----------------------------|-------------------------------------|
| 1 <input type="checkbox"/>  | Accidents-Personal Injury-Property Damage | 30 <input type="checkbox"/> | General Practitioner                |
| 2 <input type="checkbox"/>  | Administrative Law                        | 31 <input type="checkbox"/> | Health Care & Hospital Law          |
| 3 <input type="checkbox"/>  | Adoption Law                              | 32 <input type="checkbox"/> | Intellectual Property               |
| 4 <input type="checkbox"/>  | Agricultural Law                          | 33 <input type="checkbox"/> | Immigration & Naturalization        |
| 5 <input type="checkbox"/>  | Antitrust & Trade Regulations             | 34 <input type="checkbox"/> | Insurance Defense                   |
| 6 <input type="checkbox"/>  | Appeals – Appellate Practice              | 35 <input type="checkbox"/> | Intellectual Property               |
| 7 <input type="checkbox"/>  | ADR (Arbitrator/Mediator)                 | 36 <input type="checkbox"/> | International Law                   |
| 8 <input type="checkbox"/>  | Banking, Investments & Financial Services | 37 <input type="checkbox"/> | Juvenile Law                        |
| 9 <input type="checkbox"/>  | Bankruptcy                                | 38 <input type="checkbox"/> | Labor Law                           |
| 10 <input type="checkbox"/> | Business Torts                            | 39 <input type="checkbox"/> | Landlord & Tenant Law               |
| 11 <input type="checkbox"/> | Civil Practice                            | 40 <input type="checkbox"/> | Licensing Law                       |
| 12 <input type="checkbox"/> | Civil Rights                              | 41 <input type="checkbox"/> | Litigation (general)                |
| 13 <input type="checkbox"/> | Class Actions                             | 42 <input type="checkbox"/> | Malpractice (defense)               |
| 14 <input type="checkbox"/> | Commercial Litigation                     | 43 <input type="checkbox"/> | Malpractice (plaintiff)             |
| 15 <input type="checkbox"/> | Commercial Transactions                   | 44 <input type="checkbox"/> | Military Law                        |
| 16 <input type="checkbox"/> | Commodities & Securities                  | 45 <input type="checkbox"/> | Patent, Trademark & Copyright       |
| 17 <input type="checkbox"/> | Computer & Internet Law                   | 46 <input type="checkbox"/> | Professional Licensing & Discipline |
| 18 <input type="checkbox"/> | Condominium Law                           | 47 <input type="checkbox"/> | Real Estate – Commercial            |
| 19 <input type="checkbox"/> | Construction Law                          | 48 <input type="checkbox"/> | Real Estate – Residential           |
| 20 <input type="checkbox"/> | Corporation, Partnership & Business Law   | 49 <input type="checkbox"/> | School Law                          |
| 21 <input type="checkbox"/> | Criminal Defense                          | 50 <input type="checkbox"/> | Social Security                     |
| 22 <input type="checkbox"/> | Consumer Law                              | 51 <input type="checkbox"/> | Sports & Entertainment Law          |
| 23 <input type="checkbox"/> | Customs & International Trade             | 52 <input type="checkbox"/> | Tax – Individual                    |
| 24 <input type="checkbox"/> | Elder Law                                 | 53 <input type="checkbox"/> | Tax – Commercial                    |
| 25 <input type="checkbox"/> | Employee Benefits                         | 54 <input type="checkbox"/> | Tax – Real Estate                   |
| 26 <input type="checkbox"/> | Employment Discrimination                 | 55 <input type="checkbox"/> | Traffic/DUI                         |
| 27 <input type="checkbox"/> | Environmental Law                         | 56 <input type="checkbox"/> | Workers’ Compensation – Defendant   |
| 28 <input type="checkbox"/> | Estate Planning & Administration/Probate  | 57 <input type="checkbox"/> | Workers- Compensation – Plaintiff   |
| 29 <input type="checkbox"/> | Family Law                                | 58 <input type="checkbox"/> | Zoning Law                          |
|                             |   | 59 <input type="checkbox"/> | Other (specify): _____              |

**For Referral Purposes, You May Indicate the Following:**

- Spanish speaking ability:  Proficient  Conversational  Fluent  
 My/Our office has Spanish-speaking attorneys and/or staff:  Yes

**COMMITTEES/SUBCOMMITTEES**

I am interested in participating on the following free committees (descriptions of which may be found at [www.hlai.org](http://www.hlai.org)):

- |                             |                                   |                             |                                     |
|-----------------------------|-----------------------------------|-----------------------------|-------------------------------------|
| 1 <input type="checkbox"/>  | Judicial Committee                | 13 <input type="checkbox"/> | Holiday Food Basket Drive Committee |
| 2 <input type="checkbox"/>  | Latina Lawyers                    | 14 <input type="checkbox"/> | Public Relations Committee          |
| 3 <input type="checkbox"/>  | Website Committee                 | 15 <input type="checkbox"/> | CLE Committee                       |
| 4 <input type="checkbox"/>  | Social Committee                  | 16 <input type="checkbox"/> | Finance Committee                   |
| 5 <input type="checkbox"/>  | Solo/Small Practitioner Committee | 17 <input type="checkbox"/> | Professional Development Committee  |
| 6 <input type="checkbox"/>  | Translation Committee             | 18 <input type="checkbox"/> | Hispanic Lawyers Database Committee |
| 7 <input type="checkbox"/>  | Silent Auction Committee          | 19 <input type="checkbox"/> | Voice Mail Referral Committee       |
| 8 <input type="checkbox"/>  | Membership Committee              | 20 <input type="checkbox"/> | Legal Liaison                       |
| 9 <input type="checkbox"/>  | Directory Committee               | 21 <input type="checkbox"/> | Immigration Committee               |
| 10 <input type="checkbox"/> | Newsletter Committee              | 22 <input type="checkbox"/> | Public Protection Committee         |
| 11 <input type="checkbox"/> | Community Outreach Committee      |                             |                                     |
| 12 <input type="checkbox"/> | LGBT Rights Committee             |                             |                                     |

HOW TO FIND YOUR

1<sup>st</sup> J-O-B

**OUT OF LAW  
SCHOOL**

**PLEASE JOIN US ON  
SATURDAY, JANUARY 14  
AT JACKSON LEWIS**

**150 NORTH MICHIGAN AVENUE, SUITE 2500  
3pm-6pm Panel and reception.**

**Jane McFetridge, Managing Partner, Jackson Lewis  
Sergio Acosta, Partner, Hinshaw & Culberton  
Claudia Castro, Assistant State's Attorney  
Edmundo Cuevas, Attorney, Robert J. Semrad & Associates  
Olga Gutierrez, Executive Director of Legislative and Government  
Affairs at City Colleges of Chicago  
Salvador Cicero, Founder, The Cicero Law Firm  
Steven Hernandez, Senior Attorney, BP America Inc.**

**Please bring your resume. Business casual attire.  
THE NETWORKING WILL CONTINUE at Mercadito!  
RSVP and/or questions: [Lozo246@gmail.com](mailto:Lozo246@gmail.com)**

### **Programmer Analyst**

#### **Summary of Duties:**

Reporting directly to the Project Leader, prepares or assists with the preparation of computer programs to solve business problems and reviews, analyzes, and changes programs to reflect changes in business requirements or hardware/operating system configurations. Designs, codes, and tests new computer programs and revises existing computer programs using a variety of program development tools on both mainframe and PC platforms. Provides queries, ad-hoc and special reports to user departments as required. Assists users in the operation of existing or new systems and with problem determination and documentation. Prepares flowcharts, menus, record and database specifications, user manuals, and training materials. Performs other related duties as assigned to meet the ongoing needs of the organization.

#### **Minimum Acceptable Qualifications:**

- Must have a Bachelor's degree in Computer Science or Information Systems OR in lieu of a degree one (1) year of substantive experience in programming languages may be substituted for each year lacking relevant college-related course work up to four (4) years.
- Must have significant knowledge in a variety of programming languages, web development tools and relational data base design.
- Must have experience in team-based development projects.
- Must have strong oral and written communication skills, with the ability to converse with technical and non-technical management, and the ability to interact with end users.
- Certification in Microsoft and Oracle development tools are preferred.
- Knowledge of current Oracle database and applications, Oracle PL/SQL, SQL, Forms, Reports, Triggers, Oracle E-Business Suite experience, OBIEE, Microsoft Office Suite and Microsoft Project are preferred.
- Must possess and maintain a valid driver's license.

All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

#### **Other Important Information:**

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

## SENIOR PROJECT ADMINISTRATOR

### Summary of Duties:

Reporting directly to the Manager, Grant Administration, coordinates and performs the daily administration of capital projects. Handles all related functions associated with Metra's railroad districts and contract railroads as they relate to capital project administration and monitoring. Reviews, approves and monitors all activities related to capital obligations. Analyzes all force account activities. Updates force account plan, protective insurance expenditures and concurrence status report on capital activities. Responsible for the day-to-day administrative duties. Prepares and updates monthly Project Status Sheet and chairs monthly project status meetings. Performs other related duties as assigned to meet the ongoing needs of the organization.

### Minimum Acceptable Qualifications:

- Bachelor's Degree OR in lieu of degree one (1) year of substantive experience in financial and/or railroad project administration may be substituted for each year of lacking relevant college-related course work up to four (4) years.
- In addition to #1, minimum four (4) years of financial and/or capital project administration experience required. Project management experience is preferred.
- Must be proficient in Microsoft Office Suites.
- Must have excellent oral and written communication skills and analytical skills.

All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

### Other Important Information:

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

## SECTION CHIEF, GRANT ADMINISTRATION

### Summary of Duties:

Reporting directly to the Senior Manager, Grant Development, supervises and directs capital grant applications, contract processes, approval functions and grant implementations. Assist in establishing the day-to-day operations of the department. Prepares documentation, coordinates and ensures the processing of capital grant applications, amendments and extensions. Maintains the documentation process related to grant approval, contracts, expenditures, cash flows, budget revisions, closeouts, funding expirations, grant history, and salvage sales to ensure consistency with governmental mandates and regulations. Handles requests for reimbursement of Metra's capital expenditures required to meet the company's cash flow needs. Interacts and coordinates activities with federal, state and local governmental agencies and officials on matters relating to the development and administration of the company's capital improvement grants. Documents grant processes and represents grants administration activities to internal and external auditors and funding agency reviewers. Ensure compliance with capital grant funding agency asset maintenance, continuing control regulations and documentation requirements. Performs other related duties as assigned to meet the ongoing needs of the organization.

### Minimum Acceptable Qualifications:

- Must possess a Bachelor's degree in Business Administration, Financial Planning or a related discipline OR in lieu of a degree one (1) year of substantive experience in the public transportation industry, including capital grant development and implementation and associated financial control systems may be substituted for each year lacking relevant college-related course work up to four (4) years.
- In addition to #1, must have five (5) years of experience in capital grant development and implementation and/or associated financial control systems preferably in a railroading, transportation or related industry.
- Must possess one (1) year of supervisory experience.
- Knowledge of capital grant development and implementation processes and federal, state and local governmental agency regulations and requirements strongly preferred.
- Must be proficient in Microsoft Office Suites. Working knowledge of mainframe and client-server systems preferred.
- Must have excellent oral and written communication skills, organizational skills and presentation experience.

**NOTE:** A writing exercise may be required as part of the interview process.

All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

### Other Important Information:

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

## Senior Budget Analyst

### Summary of Duties:

Reporting directly to the Director, Budget, conducts financial and other analyses related to the operations of the NIRCRC and Purchase of Service Contract commuter railroads. Researches actual financial performance against budget. Monitors financial trends, conditions and fiscal allocations. Manages financial forecasts and evaluates financing proposals and cost alternatives. Completes detailed reviews of operating results versus approved plans and forecasts. Utilizes metrics, ratios and other established measurement tools to enhance existing budget and reporting activities. Prepares findings, recommendations and presentations in both written and oral formats for the executive and management staff. Writes operating management and executive level targeted memoranda describing results, issues, and potential remedies for variances. Maintains the integrity of computer based programs, including mainframe computer interchanges, to monitor, evaluate and report Metra's financial condition. Performs other related duties as assigned to meet the ongoing needs of the organization.

### Minimum Acceptable Qualifications:

- Must possess a Bachelor's degree in Finance, Accounting or Engineering. Master's degree in Finance, Accounting or related field preferred. A CPA or CMA a plus.
- In addition to #1, substantive budgeting, reporting and analysis experience and interfacing with senior management.
- Must have thorough knowledge of financial concepts, principles and techniques, including but not limited to NPV, IRR, ROI and variance analysis.
- Must be proficient in Microsoft Office Suites that includes advanced experience in Excel, pivot tables and financial modeling.
- Experience with automated financial systems such as, but not limited to, Hyperion, Oracle, SAP, PeopleSoft is preferred.
- Must have excellent oral and written communication skills, organizational skills and presentation experience.
- Must be able to work independently.

All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

### Other Important Information:

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)

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