

CLASS SPECIFICATION
Contract Compliance Specialist

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, assists in developing, implementing and enforcing contractor compliance with the City's Fair Contracting and Employment Strategy; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class are responsible for ensuring provisions of the City's Fair Contracting and Employment Strategy are adhered to by affected contractors and vendors on City contracts. Specific programs enforced include The Good Faith Effort, Workforce Training and Hiring, and the Sheltered Market Programs. Duties and responsibilities are complex and carried out independently within a framework of established policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Participates in the development and implementation of policies and procedures for oversight and inspection of City-administered construction and rehabilitation projects to ensure compliance with workforce diversity programs.
2. Monitors City-administered construction and rehabilitation projects to ensure compliance with the City's workforce diversity programs.
3. Conducts audits of compliance documents submitted by contractors and contractors of City-administered projects.
4. Conducts in-depth field investigations and worker and subcontractor interviews to ensure compliance with City programs and requirements for workforce diversification; makes compliance determinations and ensures contractor compliance; ensures restitution to workers in cases of non-compliance.
5. Advises and assists contractors and vendors in interpreting and understanding program requirements.
6. Participates in pre-bid, pre-award and/or pre-construction conferences with contractors and vendors; counsels and advises contractors and vendors on the proper preparation and submission of required reports and documentation.
7. Participates in the research and preparation of reports related to the City's workforce diversification programs; counsels and advises contractors and vendors in the use of Minority and Women Business Enterprises on City-administered projects; monitors contractor and vendor documentation to track minority and women participation in City-administered projects.

8. Creates and maintains a variety of records and files pertaining to City contracts and reports on performance results data.
9. Participates in the development and implementation of policies and procedures.
10. Coordinates the unit's activities with other public agencies and City staff.
11. Performs special studies, analyses and projects as assigned.
12. Develops and maintains databases for tracking various aspects of Fair Contracting & Employment Strategy.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Equal opportunity and fair contracting legislation.
2. Principles, methods, materials and practices used in the construction industry or in the provision of certain professional, technical and expert services.
3. Labor standards compliance investigation and audit methods and practices.
4. Safety practices, safe work methods and safety regulations pertaining to the work.
5. Computer software applications related to the work.

Ability to:

1. Operate a computer and standard business software.
2. Collect, evaluate and interpret complex data and operations either in statistical or narrative form.
3. Understand, interpret, explain and apply City, state and federal laws, codes and regulations applicable to labor standards investigations and compliance.
4. Develop and implement relevant policies and procedures; perform mathematical calculations and analyses.
5. Prepare clear, concise and comprehensive reports, correspondence and other written materials appropriate to the audience.
6. Exercise sound independent judgment within general policy guidelines.
7. Establish and maintain effective working relationships with all levels of City management, employees, contractors, other public agencies and the public.
8. Communicate effectively orally and in writing to both internal and external stakeholders.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, social science, or a

closely related field; and at least two years of experience in a related field; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.

This class is composed of positions from the following class(es):

0964 PROGRAM SPECIALIST Adopted: 07-01-92

Revised: 07-17-03 (Updated wording)

June 2009 - Change Job Class number from 7163 to 30000469, due to system change.