

CLASS SPECIFICATION
Contractor Development Program Coordinator

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, performs a wide variety of difficult and complex duties in the development, implementation and administration of programs to increase the use of historically underutilized groups, businesses and individuals on City-administered contracts; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an advanced professional-level class with considerable responsibility for developing, implementing and administering a variety of programs to achieve the City's guiding principles for ensuring the participation of historically underutilized groups, businesses and individuals on City-administered contract work. Duties and responsibilities are complex and carried out with considerable independence within a framework of established policies, procedures and guidelines.

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. Plans, coordinates and administers City programs designed to ensure historically underutilized groups', including minority, women, emerging small businesses and at-risk youth, participation on City-administered contract work.
2. Researches, develops, recommends and implements policies, procedures and guidelines to ensure program success.
3. Develops, prepares and disseminates materials to communicate program elements to City staff, contractors and affected communities.
4. Plans, develops and administers training and apprenticeship programs to prepare eligible individuals for employment opportunities.
5. Confers with contractors and industry trade groups to promote participation in the City's workforce diversification efforts.
6. Attends pre-bid, pre-award and pre-construction conferences to explain the City's programs to affected contractors.
7. Participates in meetings with Purchasing Division and City staff, engineers, consultants and others to ensure the City's utilization and workforce diversity provisions are included in RFPs and contracts.

8. Conducts complex audits of contractor compliance documents to ensure compliance with City requirements, guidelines and objectives.
9. Conducts in-depth field audits to ensure contractor compliance with program requirements, guidelines and objectives.
10. Advises and assists contractors in understanding City requirements, guidelines and program objectives.
11. Maintains liaison and coordinates the program's activities with other public agencies, industry trade groups, labor unions, community groups and others.
12. Creates and maintains a variety of records and files pertaining to assigned programs.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Equal opportunity and wage compliance legislation.
2. Principles, methods, materials and practices used in the construction industry and in contracting work.
3. Labor standards compliance investigation and audit methods and practices.
4. Principles and practices of administration, including goal setting, policy and procedure development and implementation.
5. Safety practices, safe work methods and safety regulations pertaining to the work.
6. Computer software applications related to the work.

Ability to:

1. Operate computer and standard business software.
2. Analyze and make sound recommendations on complex data and operations.
3. Understand, interpret, explain and apply City, state, and federal laws, codes and regulations.
4. Develop and implement relevant policies and procedures.
5. Perform mathematical calculations and analyses.
6. Prepare clear, concise and comprehensive reports and written materials.
7. Exercise sound independent judgment within general policy guidelines.
8. Establish and maintain effective working relationships with all levels of City management, employees, contractors, developers and the public.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a recognized four-year college or university with a major in business administration, public administration or a closely related field; and at least four years of progressively responsible experience in the field of workforce diversity program development and administration; or an equivalent combination of training and experience.

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 classes:

0966 PROGRAM COORDINATOR Adopted: 07-01-92

0970 PROGRAM MANAGER II Adopted: 07-01-92

Title change from "CDD Program Coordinator" to "Contractor Development Program Coordinator," 02-07-03

Revised: 04-28-04 (updated class spec to reflect focus on all contracts not just construction contracts).

June 2009 - Change Job Class number from 7165 to 30000470, due to system change.