

CONTRACT COMPLIANCE OFFICER*Class Definition*

Under general direction, oversees either the City's Contract Compliance Program; monitors contractors to ensure compliance with labor laws and utilization requirements of minority business enterprises in City construction, consulting, and equipment contracts.

Distinguishing Characteristics

Contract Compliance Officer is a single position class. The Incumbent is responsible for investigating the employment practices, payroll records, and wage and employment policies of contractors for compliance with federal wage, labor, equal opportunity, fair employment, and related laws and regulations. This class differs from Contract Compliance Specialist in that incumbent of the latter performs routine office work and field interviews under the supervision of the Contract Compliance Officer.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Reviews and analyzes affirmative action employment plans submitted by prospective City contractors; recommends modifications where necessary; conducts or supervises on-site inspections in order to maintain compliance.

Provides technical assistance to prospective contractors; evaluates, clarifies, and standardizes contract terminology and procedures.

Maintains an information system of public and private organizations which are available to aid minority and female owned businesses.

Maintains liaison with City departments for contract compliance purposes.

Maintains a statistical information system for the City's Minority Business Enterprise and Labor Compliance Programs.

Maintains a current system of information on federal, state, and local government's laws, regulations, and procedures relating to contract compliance and Minority Business Enterprise.

Prepares and presents oral and written reports and responds to requests for information.

Conducts contract compliance/labor standards/Minority Business Enterprise workshops; attends contract compliance meetings and seminars as required.

May direct the work of and supervise subordinate employees.

Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge of equal employment practices, affirmative action policies, Minority Business Enterprise, wages and related labor laws, and federal, state, and local regulations for compliance.

Knowledge of construction trade unions and labor practices in the local area.

Knowledge of employment and business practices as they relate to minorities and women; effective techniques of interpersonal relations; and bidding and contracting procedures.

Ability to conduct or supervise thorough and effective contract compliance investigations with diplomacy and tact.

Ability to establish and maintain effective working relationships with other City departments, outside agencies and contractors, minority business groups, and other public and private organizations.

Ability to prepare and present oral and written reports and informational programs.

Minimum Qualifications

Twenty-four (24) semester units from an accredited college or university in business administration, public administration, engineering, construction management, industrial technology, or closely related field; and two years of contract compliance work experience which involved contract investigation and administration. An additional year of qualifying experience may be substituted for the required education.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

NOTE: May be required to furnish own automobile.

APPROVED: _____

Director of Personnel

DATE: _____