

CITY OF SALINAS**PUBLIC WORKS COMPLIANCE OFFICER I/II****BARGAINING UNIT/CLASS CODE:****SMEA/G03 (I)/G04 (II)****DEFINITION**

Under supervision, processes, reviews and monitors City of Salinas construction and maintenance contracts and development agreements to insure compliance with insurance, wage, labor, and apprenticeship laws; fair employment practices; Davis Bacon prevailing wage programs for federally funded projects; monitors, investigates and reports on the labor practices of contractors and subcontractors; local hire and State and Federal Public Works contracting, bonding and performance requirements.

DISTINGUISHING CHARACTERISTICS

The Public Works Compliance Officer is a journey-level class in which the incumbent processes and monitors construction contracts and agreements, processes substitution of security and bonds, assesses fees for agreement administration, and conducts preliminary investigations to insure compliance, review payroll records and maintain compliance with contract requirements. The incumbent has overall responsibility for managing the City's Minority Business Enterprise Program and focuses primarily upon compliance with federal, state, and local labor laws, fair employment practices and apprenticeship program.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision and general direction from the Development and Engineering Services Deputy City Engineer, Administrative Supervisor, Department Director or other high-level administrative personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Processes, administers and monitors the City of Salinas construction and maintenance contracts and development agreements to insure compliance with wage, labor and apprenticeship laws and fair employment practices; and bond, insurance and performance requirements. Insures compliance with the various requirements of contracts and agreements by initiating correspondence, tracking agreement time schedules, construction job-site interviews, payroll record reviews, processing bonding and security status reports, coordinating with various City departments, divisions and governmental agencies, processing covenants, liens, preliminary stop notices, notices of pending legal action, and various other contract documents. Interprets Federal, State and Local laws, rules and regulations as they relate to contract policies and procedures and evaluates these requirements and recommends changes in departmental programs as needed. Reviews the Apprenticeship programs Minority Business Enterprise, equal employment local hire and any other governmental programs pertaining to Public Works construction contracts. Develops procedures to insure compliance with all contract provisions, which promote equal opportunity employment. Monitor the contract compliance program to insure that objectives/goals are achieved; investigates complaints alleging violations of equal employment objectives/goals. Reviews minority monthly utilization reports from contractors and keeps an updated file of the percentage of disadvantaged minority and female goals on projects. Prepares and maintains a variety of records, reports and updated listing of Federal and State prevailing wage rates; maintains a central filing system; prepares corresponding contractor/vendor files and ensures incoming documents are filed appropriately. Conducts wage and benefit surveys for the purpose of establishing prevailing wage rates to be paid for certain City of Salinas services not covered by the California Department of Industrial Relations. Track Davis Bacon prevailing wage requirements on construction projects. Respond to inquiries and/or complaints regarding prevailing wage issues. Monitor and analyze contractor/vendor payroll documentation; review wage and benefit payments based on staff determination of proper work classifications. Performs non-compliance preliminary investigations and non-compliance follow-up investigations. Attends pre-construction meetings and reviews insurance, bonding, labor compliance requirements, and performance requirements with contractors. Monitor the contract compliance program to insure that objectives/goals are achieved; investigate complaints alleging violations. Draft correspondence to contractors and any interested parties or agencies regarding contracts and agreement compliance and/or compliance problems. May calculate fees, fines and penalties; provide assistance to prospective contractors; evaluate, clarify and standardize contract terminology and procedures. Responsible for the City's centralized MBE/WBE/DBE certification, labor and affirmative action compliance monitoring; and special studies and investigations related to regulations governing contract program requirements including State and Federal legislation. Maintain a large relational database system by inputting data such as incoming notice of intent-to-contract data, final contract award data and compliance document submittals. Ensure the database is current, accurate and maintained in a timely manner for use by other staff. Conduct audits and field investigations to verify that proper wage is being paid and respond to worker complaint or underpayment on major service contracts. Respond to information request from outside agencies; conduct enforcement of contractor compliance with restitution payments, liquidated damages, or recommending debarment when applicable. Represent the City in discussions with federal, state and other local governmental agencies, residents, businesses, legal, union and other organizations regarding matters of wage and

**CITY OF SALINAS
PUBLIC WORKS COMPLIANCE OFFICER I/II (continued)**

benefit compliance. Maintain an information system of public and private organizations, which are available to aid businesses, owned by minorities and/or females. Maintains liaison with City departments and divisions for contract compliance purposes. Maintains a statistical information system for the City's Minority Business Enterprise or Labor Compliance Programs. Prepares and presents oral and written reports and responds to requests for information. Attends contract compliance meetings and seminars as assigned. Promotes and maintains safe work practices in the workplace. Performs related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, fine detailed plans and distinguish between different colors; hearing sufficient to conduct in-person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment; physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk, standing at a counter for long periods of time bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Government bidding practices; federal and state contract and labor laws and requirements for public works projects; equal employment concepts and the local, state and federal laws and regulations for compliance. Principles, practices, methods and techniques of public administration, management, organization, budgeting/financial and personnel administration. Accounting procedures used for public construction projects; insurance and bonding requirements on public projects and development agreements.

Skills:

Must be proficient in word processing, spreadsheet and database usage. Utilize a variety of software applications including but not limited to Microsoft Word and Excel. Accounting procedures used for public construction projects. Insurance and bonding requirements on public projects and development agreements.

Ability to:

Prepare and present clear and concise oral and written reports. Develop and maintain good working relationship with outside agencies, contractors, private developers, City staff and the general public. Analyze problems and apply sound judgment. Make programming and layout changes to large database systems in order to input and update information.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills, and abilities required would be any combination equivalent to: **Level I** - High school diploma supplemented by college courses from an accredited college or university in office technology, management, business and/or public administration and two (2) years or increasingly responsible public agency work experience performing comparable duties and one (1) year of experience in labor and contract compliance work which emphasized interviewing and investigation. **Level II** - Sixty (60) college units from an accredited college or university in a related contract compliance field and three (3) years of increasingly responsible paraprofessional public agency work including experience with labor and contract compliance enforcement; labor laws; MBE/WBE/DBE policies, rules and regulations.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 8/03, REV: 6-04, REV: 4-07