

City of San José
CLASS SPECIFICATION

Title: Contract Compliance Assistant (1616)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Public Works / Office of Equality Assurance	Contract Compliance Coordinator	Non-exempt

CLASS SUMMARY

Performs paraprofessional contract compliance analytical duties as well as administrative assistance to Contract Compliance Specialists engaged in work related to labor standards enforcement in accordance with City wage policies, California Labor Code and Federal regulation. May act as a lead to one or more Sr. Office Specialists or other lower level clerical employees. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Contract Compliance Assistant is the first level of the three-level Contract Compliance series. The Contract Compliance Assistant is distinguished from the Contract Compliance Specialist in that the Contract Compliance Assistant is an entry-level classification to the series, and performs more routine program and activity support.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

High school education or GED and two years of experience in varied office clerical work, including one year of experience related to contract administration or labor compliance programs.

Acceptable Substitution

Up to two (2) years of undergraduate course work from an accredited college or university (equivalent to at least 60 semester units or 90 quarter units) may be substituted for the required experience on a year-for-year basis.

Required Licensing (such as driver's license, certifications, etc.)

None required.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

City of San José
CLASS SPECIFICATION

Title: Contract Compliance Assistant (1616)

- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Analytical Thinking - Approaching a problem or situation by using a logical, systematic, sequential approach.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Meeting Ethical Standards – When confronted with ethical dilemmas, acts in a way that reflects relevant law, policy and procedures, agency values, and personal values.
- Multi-Tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Provides compliance support services by responding to contractors, vendors and city departments through direct contact, telephone and by correspondence to explain basic labor regulations and city compliance documentation requirements in accordance with city, state and federal labor regulations. Also provides instructions on how to obtain on-line forms, wage determinations and other related information, and responds to requests for compliance status.	Continuous
2.	Assists employees and contractors in technical and procedural activities.	Frequent
3.	Maintains 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. Ensures the database is current, accurate and maintained in a timely way for use by other compliance staff. May make programming and layout changes as required.	Continuous
4.	Utilizes a variety of software applications including word-processing, spreadsheet programs and database programs.	Continuous
5.	Under direction, prepares outgoing letters requesting routine compliance submittals, employee surveys or other compliance documentation.	Frequent
6.	Maintains central filing system; prepares corresponding contractor/vendor files and ensures incoming documents are filed appropriately.	Frequent

City of San José
CLASS SPECIFICATION

Title: Contract Compliance Assistant (1616)

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
7.	Assists other contract compliance staff in planning, implementing and evaluating contractor/vendor compliance submittals. Prepares contract compliance status reports and assists contract compliance staff to send out requests for additional labor documentation. May identify discrepancies or incomplete data and independently call or write others for clarification. Explains basic labor code requirements, how to obtain and complete on-line forms and obtain wage determinations.	Frequent
8.	Assists in securing proper information regarding compliance inquiries for contractors, sub-contractors.	Continuous
9.	Generates database reports as requested.	Occasional
10.	Serves as back-up to clerical staff to screen incoming calls and materials.	As Required
11.	May act as a lead to clerical personnel in administrative support functions, assigning, scheduling and checking work, providing technical direction, determining priorities, and training staff. As a lead, may sign timecards and may give input to the supervisor regarding hiring promotion, termination and discipline of employees.	As Required
12.	Performs other related work as required.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY Created 09/85, Rev. 10/85, Rev. 4/05, Rev. 09/21; s002