

**City of San José**  
**CLASS SPECIFICATION**

**Title: Contract Compliance Coordinator (1617)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Public Works / Office of Equality Assurance	Director of Office of Equality Assurance	Exempt

**CLASS SUMMARY**

Performs senior level professional duties to plan, coordinate and conduct analytical staff work related to the City's Prevailing Wage and Living Wage Policies and Federal and State labor compliance regulations and standards. Supervises professional and support staff and ensures that professional staff has the tools to successfully perform duties related to ensuring developer, contractor and vendor contract compliance with applicable laws and regulations. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

The Contract Compliance Coordinator is the highest level of a three-level contract compliance series. The Contract Compliance Coordinator is distinguished from the Contract Compliance Specialist in that the Contract Compliance Coordinator performs the most difficult and complex duties in the series, has responsibility for supervising Contract Compliance Assistants and Specialists, and reports directly to the Director, Equality Assurance.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

Bachelor's degree from an accredited college or university in public administration, business administration, social/behavioral sciences or related field and four years of increasingly responsible experience in the field of construction contract administration, project management or labor compliance enforcement, including at least two (2) years of experience similar in nature to a Contract Compliance Specialist with the City of San José.

**Acceptable Substitution**

Experience related to construction contract administration, project management, or labor compliance enforcement may be substituted for the education requirement on a year-for-year basis.

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

- Valid California Driver's License.

**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.

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- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- 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.
- Fiscal Management - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Meeting Ethical Standards – When confronted with ethical dilemmas, acts in a way that reflects relevant law, policy and procedures, agency values, and personal values.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

**Additional Competencies and/or Desirable Qualifications**

**(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

- Knowledge of construction industry work, methods, equipment.

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (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.	Supervises professional and support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring termination and disciplinary recommendations and any other recommendations related to the change in status of employees.	Continuous
2.	Recommends and writes procedures; oversees the establishment and implementation of program policies and procedures; trains city departments on policy and program requirements.	Continuous
3.	Devises and implements strategies and tools to improve customer service.	Occasional

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4.	Makes city policy determinations for labor/craft classifications to perform on-site maintenance or installation work in accordance with California Department of Industrial Relations practices and advises staff on proper determination.	Frequent
5.	Analyzes legislation, policies and projects for the purpose of recommending and implementing changes in accordance with labor regulation and city policy.	Occasional
6.	Reviews and evaluates contractor documentation for adherence to established regulations and standards.	Continuous
7.	Conducts wage and benefit surveys for the purpose of establishing prevailing wage rates to be paid for certain City of San Jose services not covered by the California Department of Industrial Relations.	Frequent
8.	Monitors and analyzes contractor/vendor payroll documentation; reviews wage and benefit payments based on staff determination of proper work classifications.	Continuous
9.	Advises City departments on proposal/bid/quote preparation to ensure conformance with various funding policy regulations.	Occasional
10.	Conducts pre-bid and/or pre-construction conferences to inform bidders/proposers of City programs and requirements.	Frequent
11.	Initiates and writes correspondence regarding non-compliance to developers, contractors and vendors in order to effectuate compliance.	Continuous
12.	Conducts audits and field investigations to verify that the proper wage is being paid and to respond to worker complaints of underpayment on major service contracts. Responds to information requests from outside agencies.	Continuous
13.	Formulates corrective action plan for resolution of labor compliance violations (i.e., enforcement of contractor compliance with restitution payments, liquidated damages, or recommending debarment when applicable).	Frequent
14.	Performs database programming and development; reviews and updates Internet and intranet content as required.	As Required
15.	Represents the City in discussions with Federal, State and other local governmental agencies, citizens, businesses, legal and union groups or other organizations regarding matters of wage and benefit compliance.	As Required
16.	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;

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- Communicate in person and over the telephone;
- Operate a motor vehicle and visit various City sites;
- 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 07/80, Rev. & Ret. 2/85 (Formerly Director of Citizen Advocacy and Contract Compliance U); Reinstated & Revised 3/94 (Formerly titled Contract Compliance Coordinator U); Rev. 4/05, Rev. 09/21; s002.*