

City of San José
CLASS SPECIFICATION

Title: Contract Compliance Specialist FT/PT (1618/1619)

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

CLASS SUMMARY

Performs varied professional analytical and investigative duties to interpret, monitor and implement the City's Prevailing Wage and Living Wage Policies and Federal and State labor compliance regulations and standards. Conducts compliance documentation analysis, audits and field investigations to ensure developer, contractor and vendor contract compliance with applicable laws and regulations. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Contract Compliance Specialist is the second level in the three-level Contract Compliance series. The Contract Compliance Specialist is distinguished from the Contract Compliance Assistant by its responsibility for professional duties of more complexity, while the latter classification is a paraprofessional support classification that assists Contract Compliance Specialists in more routine duties. The Contract Compliance Specialist normally reports to the Contract Compliance Coordinator classification, and is distinguished from that classification in that the Compliance Coordinator has supervisory responsibility for Contract Compliance Assistants and Contract Compliance Specialists.

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 two years of construction contract administration, project management or labor compliance enforcement experience.

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.

City of San José
CLASS SPECIFICATION

Title: Contract Compliance Specialist FT/PT (1618/1619)

- 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.

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.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (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.	Participates in the establishment and implementation of program policies and procedures.	As Required
2.	Reviews and evaluates contractor documentation for adherence to established regulations and standards.	Continuous
3.	Monitors and analyzes contractor/vendor payroll documentation; reviews wage and benefit payments based on staff determination of proper work classifications.	Continuous
4.	Issues determinations for work classifications on service/maintenance contracts pursuant to State law.	Frequent
5.	Advises City departments on proposal/bid/quote preparation to ensure conformance with various funding policy regulations.	Occasional
6.	Conducts pre-bid and/or pre-construction conferences to inform bidders/proposers of City programs and requirements.	Frequent
7.	Initiates and writes correspondence regarding non-compliance to developers, contractors and vendors in order to effectuate compliance.	Continuous

City of San José
CLASS SPECIFICATION

Title: Contract Compliance Specialist FT/PT (1618/1619)

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*
8.	Conducts field audits and/or employee interviews at construction and service sites to ensure labor compliance.	Frequent
9.	Formulates corrective action plan for resolution of labor compliance violations; enforcement of contractor compliance with restitution payments, liquidated damages, or recommending debarment when applicable.	Frequent
10.	Interfaces with other City departments, Federal, State and other local governmental agencies, citizens, businesses, legal and union groups and organizations regarding matters of wage and benefit compliance.	Continuous
11.	Maintains accurate and complete record of documentation compliance and investigation status in order to implement council adopted remedies to ensure program compliance. Reviews and evaluates contractor documentation for adherence to established regulations and standards.	Continuous
12.	May act as a lead, 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
13.	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;
- 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 03/83, Rev. & Ret. 8/91 (formerly titled Affirmative Action/Contract Compliance Specialist); Rev. 4/15, Rev. 09/21; s002