

SENIOR LABOR COMPLIANCE OFFICER

DEFINITION:

Oversees staff involved in monitoring, investigating, and reporting on the labor compliance practices of contractors engaged in construction work for the District for the purpose of ensuring compliance with District policies and procedures and State of California laws and regulations governing the payment of prevailing wages.

TYPICAL DUTIES

- Supervises, trains, and evaluates Labor Compliance Officers assigned to investigations of possible violations of the State of California Labor Code.
- Conducts the most complex investigations within the department, which may include site visits and employee interviews, in order to resolve problems or to recommend appropriate solutions.
- Receives, from a variety of sources, complaints and allegations of possible State Labor Code violations by contractors and subcontractors.
- Assembles, analyzes, and evaluates contractors' reports for compliance with District and State Labor Code requirements.
- Recommends the withholding, retention, or forfeiture of payment to contractors pending the results of investigations of noncompliance with the California Labor Code.
- Initiates discussion and review among the Office of the General Counsel, Office of the Inspector General, Maintenance and Operations, Information Technology Division, Procurement Services Group, and other departments involved with public work projects.
- Responds to requests from the State Division of Labor Standards Enforcement and others for District records and data prior to, or during the course of, any inquiry or investigation.
- Monitors and reviews certified copies of payroll records from contractors and subcontractors for the purpose of facilitating inquiries and investigations.
- Reviews and analyzes proposed bid invitations and public works contracts to assure that appropriate language is included relative to the payment of prevailing wages and related requirements.
- Conducts interviews with employees of contractors and subcontractors to assess the application of prevailing wages and related requirements.
- Prepares reports for the District, State, and local agencies by extracting data from contractors' reports and from on-site findings.
- Provides training to new and potential contractors and subcontractors as well as operating departments, administrators, and community groups regarding prevailing wage laws in order to educate and make such groups accountable for the enforcement of all State Labor Code requirements.
- Maintains current knowledge of laws and rules relative to the payment of prevailing wages and related requirements.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Labor Compliance Officer supervises, participates in, and evaluates the work of Labor Compliance Officers and clerical staff, assists the Labor Compliance Program Manager by providing California Labor Code training to a variety of groups and handles the most complex investigations presented to the Labor Compliance Department.

The Labor Compliance Program Manager is responsible for managing the activities concerning the labor compliance of contractors and subcontractors performing construction work for the District.

A Labor Compliance Officer monitors and investigates complaints of outside contractor compliance with regard to prevailing wage requirements and serves as a liaison between the District and outside agencies, contractors, and trade unions regarding these legal requirements.

SUPERVISION

General supervision is received from the Labor Compliance Program Manager. General supervision is exercised over Labor Compliance Officers, Labor Compliance Technicians, and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of supervision
- Principles and techniques of training
- State Labor Commission practices and procedures
- Employment practices in the construction industry
- Federal and State laws, regulations, and guidelines pertinent to prevailing wage requirements in public works
- Research and investigative procedures
- Human and intergroup relations
- Microsoft Windows operating systems
- Microsoft Word and Excel

Ability to:

- Conduct investigations, identify and evaluate problems, and analyze facts
- Exercise initiative and good judgment under pressure
- Exercise tact and judgment in all interactions with coworkers and clients
- Communicate effectively, both orally and in writing
- Maintain confidentiality in assessing confidential information
- Manage and direct multiple projects simultaneously

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably including courses in business administration, contract administration, accounting, information systems, and public administration.

Experience:

Three years of experience involving the investigation, analysis, and preparation of recommendations related to contract compliance, procurement practices, or contract auditing, of which one year must be at the supervisory level.

or

Two years of experience as a Labor Compliance Officer or equivalent-level experience working within a labor compliance program recognized by the State of California with responsibility for supervising the monitoring, investigation, and reporting of labor practices of contractors.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class
02-28-07
MPE

Reviewed
05-14-13
LKD