

LABOR COMPLIANCE OFFICER

DEFINITION

Monitors, investigates, and reports on the labor 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 and serves as a liaison between the District and the State Division of Labor Standards Enforcement, contractors/subcontractors, trade unions, and other interested parties relative to prevailing wage laws regarding public works.

TYPICAL DUTIES

- Receives complaints and allegations of possible State Labor Code violations by contractors and subcontractors from a variety of sources.
- Conducts investigations, including site visits and employee interviews, to resolve problems or to recommend appropriate solutions.
- 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 works 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.
- Participates in meetings with new and potential contractors and subcontractors to inform them of State and District requirements regarding the payment of prevailing wages and related requirements.
- 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.
- 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 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.

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.

A Labor Compliance Technician assists a Labor Compliance Officer in monitoring, investigating, and reporting on the labor practices of contractors and subcontractors engaged in construction work for the District in order to determine compliance with prevailing wage requirements.

SUPERVISION

General supervision is received from Senior Labor Compliance Officers and the Labor and Contract Compliance Administrator. General supervision may be exercised over Labor Compliance Technicians and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of supervision
- Employment practices in the construction industry
- State Labor Commission practices and procedures
- 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, analyze facts
- Communicate effectively, both orally and in writing
- Exercise tact and judgment in all interactions with coworkers and clients
- Maintain confidentiality in assessing confidential information
- Organize and prioritize caseload, maintain up-to-date files, and keep accurate records
- Exercise initiative and good judgment under pressure
- Understand and follow work rules and instructions
- Utilize Microsoft Excel to compute arithmetic calculations

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:

Two years of experience involving the review, analysis, and preparation of recommendations related to contract compliance, procurement practices, or contract auditing.

or

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

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTE

Positions in this class are required to travel for the completion of audit projects.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skills, and/ or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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