

LABOR COMPLIANCE TECHNICIAN

DEFINITION

Provides work direction and participates in monitoring, investigating, and reporting on the labor practices of contractors and subcontractors engaged in construction work for the District to determine compliance with District policies and procedures and State of California laws and regulations, and serves as a liaison among the District and the State Division of Labor Standards Enforcement, 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 preliminary meetings with contractors and parties making allegations in order to determine the validity of complaints that have been made.
- Conducts audits of contractors and subcontractors by traveling to construction sites and interviewing construction workers in the field, reviewing and verifying certified copies of contractors' payroll records, and reviewing other construction records, logs, and reports for compliance with contractual requirements and State Labor Codes, completeness, and indications of noncompliance.
- Determines the amount of wages and penalties due for noncompliance.
- Recommends and prepares withholding, retention, and forfeiture documents pending result of investigation of non-compliance with California Labor Code.
- Responds to technical questions regarding prevailing wage rates and complaint processing requirements from contractors, subcontractors, and complainants and recommends solutions to minor complaints regarding Labor Code violations.
- Prepares and presents oral reports concerning the prevailing wage violation audit for the settlement conference.
- Monitors receipt of wages and penalties paid by out-of-compliance contractors by preparing and submitting documentation identifying the deposit of penalties and forfeitures into the general fund and reconciles account balances with the appropriate District office.
- Conducts training for community groups and contractors in work preservation and prevailing wage requirements.
- Prepares various reports regarding matters such as annual dollar amount of penalties collected by project, contractor, and fund type; summaries of prevailing wage violations and new and closed cases, wages withheld, and penalties collected and due; complaints filed, number and status of cases, and money withheld and collected; and other activity reports.
- Coordinates meetings and hearings with the Labor Compliance Officer, Contract Compliance Officer, contractors, complainants, and preservation and community groups regarding prevailing wage violation issues.
- Maintains a record of identification numbers issued to work preservation members designated as having access to construction records.
- Provides work direction and training to clerical and technical staff for specific functions related to the District's Labor Compliance Program and computer and software applications for records maintenance.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Labor Compliance Technician monitors, investigates, and reports on the labor practices of contractors and subcontractors engaged in construction work for the District in order to determine compliance with prevailing wage requirements under the guidance of a Labor Compliance Officer.

A Labor Compliance Officer monitors and investigates complaints of outside contractor compliance with regard to prevailing wage requirements and provides 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 and Contract Compliance Administrator by providing California Labor Code training to a variety of groups and handles the most complex investigations presented to the Labor Compliance Department.

SUPERVISION

General supervision is received from a Labor Compliance Officer and a Senior Labor Compliance Officer. Work direction is provided to lower-level technical and clerical support personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Federal and State laws, regulations, and guidelines pertinent to prevailing wage requirements in public works
- Employment practices in the construction industry
- State Labor Commission practices and procedures
- Research and investigative procedures
- Human and intergroup relations
- Office practices and procedures
- Computer applications such as word processing, spreadsheet, database, email and graphics compute software programs

Ability to:

- Work independently with minimal direction
- Communicate effectively, both orally and in writing
- Learn, understand, interpret, and apply laws, rules, and procedures related to prevailing wage requirements
- Conduct investigations, identify and evaluate problems and analyze facts
- Identify, interpret, and analyze discrepancies in construction logs, records, and related documents
- 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
- Plan, organize, and direct the work of other technical and clerical support staff
- Utilize Microsoft Excel to compute simple arithmetic calculations
- Learn specialized computer applications and systems in assigned unit

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably supplemented by courses in public, business, financial, or personnel administration, report writing, and supplemented by training in the use of a computer. Additional qualifying experience may be substituted for up to two years of the required education.

Experience:

Two years of technical experience in monitoring and preparing reports pertaining to contract compliance, procurement practices, or contract auditing.

or

One year of experience working within a labor compliance program recognized by the State of California with the responsibility for monitoring and preparing reports relative to the labor practices of contractors.

Special:

A valid California driver's license and the availability of private transportation or the ability to utilize an alternative method of transportation.

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 to change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

Revised
06-14-18
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