

LABOR AND CONTRACT COMPLIANCE ADMINISTRATOR

DEFINITION

Plans, organizes, and directs the activities related to the administration of Prevailing Wage Enforcement, Small Business Enterprise, Project Labor Agreements.

TYPICAL DUTIES

- Develops, recommends, and administers policies relative to compliance and enforcement of construction labor laws and Prevailing Wage Rate regulations.
- Directs the, preparation, processing, and investigation of labor compliance cases including conducting financial or construction audits and construction field work adhering to the State Labor Code and California Code of Regulations, and recovery of back wages and penalties.
- Directs the formulation of procedures for processing compliance case determinations with contractors, laborers, surety companies, and unions and assist with the resolution of problems.
- Advises contractors, other project management staff, union representatives and other District staff regarding District and State construction labor requirements, policies, and procedures.
- Ensures that information on decisions, interpretations, and policy changes affecting District-wide construction labor programs is received and applied consistently to all public works construction projects.
- Confers with the California Department of Industrial Relations on matters relating to the California Labor Code and California Code of Regulations.
- Acts as a hearing officer while conducting and rendering decisions regarding wage disputes.
- Develops and directs training programs for contractors on Prevailing Wage requirements and California Labor Compliance programs.
- Manages District's Small Business Enterprise Program and Project Labor Agreements.
- Coordinates District's Owner Controlled Insurance Program.
- Coordinates management of personnel actions, budget development and tracking, and technology support for Facilities Contracts Branch .
- Liaises and coordinates with the Office of Inspector General regarding changes to policies, audits, and corrective actions.
- Plans, directs, and reviews training for staff and others affected by the services of the department.
- Presents written and oral reports to administrators, committees, or the Board of Education regarding contract matters.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Labor and Contract Compliance Administrator plans, organizes, and directs the activities of a related to the Labor Compliance Program on District Public works projects, Small Business Enterprise, and Project Labor Agreement.

The Director of Facilities Contracts organizes, directs, and coordinates the activities of the Facilities Contract, Claims, Labor Compliance and Small Business Enterprise units within the Facilities Services Division.

SUPERVISION

The Labor and Contract Compliance Administrator receives general supervision from the Director of Facilities Contracts and Deputy Director of Facilities Contracts and exercises general supervision over supervisory personnel.

CLASS QUALIFICATIONS

Knowledge of:

- State labor compliance program requirements
- State labor commission practices and procedures
- State Labor Code
- Applicable State and federal laws, rules, and regulations pertaining to construction contracting and prevailing wage requirements in public works projects
- Principles and practices of organization, management, budget preparation, procurement, contract administration, and expenditure control
- Public works and construction contracting processes
- Contract bonding policy and requirements
- Accounting principles, including the development of overhead rates and allowable costs in developing delay impact analysis
- Computer systems capabilities and methods applicable to a wide variety of procurement and business services
- Research and investigative procedures
- Principles of training, supervision, and office management
- Organization and policies of the Los Angeles Unified School District
- District collective bargaining law and project labor agreements and Personnel Commission rules
- Small Business operations and Outreach Program
- Owner controlled insurance programs and administration

Ability to:

- Interpret laws, regulations, and policies that affect procurement of construction, and professional services agreements
- Oversee and manage administrative and contract functions in a multiple-unit organization
- Apply existing labor laws and policy to contracting methodologies
- Effectively manage a large staff with a diverse functions and abilities
- Maintain effective relations with outside contractors and service providers, other District administrators, and representatives of public agencies
- Work effectively under pressure of strict deadlines and shifting priorities
- Develop effective written reports and oral presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in business or public administration, architecture, engineering, construction management, or a related field. An advanced degree in Business Administration or Public Administration is preferred.

Experience:

Four years of managerial experience with labor compliance programs or other contractual enforcement that has the ability to assess fines or sanctions on construction contractors including at least two years of experience managing personnel responsible for the enforcement of labor codes, project labor agreements or the area in which they are assigned to enforce, in a large organization. Two years of experience working with Small Business Outreach Programs.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTE

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.
3. Employees in this class are subject to the reporting requirements of the District's Conflict of Interest Code.

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/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
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