

## CONTRACT COMPLIANCE SPECIALIST 1-3

### CLASS DESCRIPTION

#### General Responsibilities:

This is professional and technical work in the operation of the City's Contract Compliance Programs: Targeted Business certification and compliance, Prevailing Wage compliance, and Affirmative Action Plan compliance. The work involves reviewing applications and Affirmative Action Plans for eligibility and compliance; performing on-site compliance reviews; maintaining or overseeing the maintenance of necessary records and databases; providing technical assistance; performing outreach and information dissemination; providing job counseling and related services to targeted group members; preparing audit and activity reports and recommendations, and providing input and recommendations relative to overall program operations. The work is performed under the general supervision of the Affirmative Action Manager and involves the use of independent judgment and discretion, especially as it relates to field work and daily program operations.

This series is structured to provide for career progression from Contract Compliance Specialist 1 to 2 based on increased employee expertise and responsibility, independence of action, complexity of projects, and experience with and knowledge of City, State, and Federal affirmative action laws, rules and regulations. Advancement to the 3 level is not automatic but depends on the needs of the organization as well as the skill, experience and ability of the employee.

The various levels of the Contract Compliance Specialist series are structured as follows:

#### *Contract Compliance Specialist 1*

This is entry-level professional compliance review, record maintenance and outreach work for the Department of Civil Rights. The work is performed under the close to limited supervision of the Affirmative Action Manager, and is reviewed at all stages through conferences and review of proposed decisions, guidance, and other written materials.

#### *Contract Compliance Specialist 2*

This is journey level professional compliance review, record maintenance and outreach work for the Department of Civil Rights. The incumbent is expected to independently perform all job functions and the work is performed under the general supervision of the Affirmative Action Manager.

#### *Contract Compliance Specialist 3*

This is advanced level professional compliance review, record maintenance and outreach work for the Department of Civil Rights. The work involves independently performing

the full range of duties in at least two program areas, serving as a mentor to lower-level specialists, or serving as a team lead as appointed by the Director or designee. The incumbent is expected to independently perform all job functions and the work is performed under the general supervision of the Affirmative Action Manager.

Examples of Duties and Responsibilities:

Review Affirmative Action Plans for contractors, vendors, and suppliers to ensure compliance with the City's Contract Compliance Program. Evaluate vendor, supplier, and contractor Affirmative Action Plans, workforce analysis, and goals; analyze plans for good faith efforts toward compliance with applicable federal, state, and local regulations, ordinances, and policies relating to affirmative action and equal employment opportunity; and monitor progress toward achieving goals. Provide parties covered by the Contract Compliance Program technical assistance relative to compliance with the program requirements.

Prepare findings of exemption, conditional approval, and approval based on plan review. Draft communication of findings to vendors, suppliers, and contractors.

Conduct on-site compliance reviews consisting of desk, statistical, and on-site audits; as determined necessary. Draft conciliatory measures to bring vendor/supplier/contractors into compliance. Recommend necessary action to supervisor for vendors, suppliers, and contractors found to be in noncompliance.

Develop and recommend formal procedures for the annual review of Affirmative Action Plans under the Contract Compliance Program. Prepare draft plan incorporating any changes in regulations, ordinances, and policies.

Organize; oversee clerical activities; and maintain the vendor, supplier, and contractor database. Draft reports on status of Affirmative Action Plans and program activities. Review cash payment histories to determine the need for additional vendors or suppliers to complete Affirmative Action Plans. Contact such vendors or suppliers to request submission of necessary documents.

Administer the daily operations of the City of Madison's Targeted Business Programs [i.e., Section 3, Small Business Enterprise (SBE), Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Disadvantaged Business Enterprise (DBE) Certification Programs]. Review applications and related business support documents for certification and recertification. Determine appropriate categories (if any) for certification. Notify certified businesses regarding annual affidavit submittals and pending expirations. Maintain necessary directories of qualified providers and sub-contractors; assist City departments in identifying and utilizing targeted businesses; and provide technical assistance, information, and materials to contractors relative to utilizing targeted businesses.

Conduct pre-bid meetings and pre-construction conferences. Monitor (through field audits) and document successful low bidders' compliance with target business utilization. Prepare narrative and statistical reports. Oversee the maintenance of necessary databases.

Monitor prevailing wage regulations at assigned construction sites throughout the City. Conduct formatted interviews of employees and responds to general questions. Review certified Weekly Payroll Reports forms to ensure contractors are in compliance of prevailing wages as required; and enters into databases. Coordinate and conduct Pre-Bid, Pre-Construction and prevailing wage training sessions with Planning, Engineering and other associated departments, as well as contractors and sub-contractors.

Perform outreach and recruitment activities for targeted group members relative to employment with the City of Madison and those contractors, vendors, and suppliers doing business with the City of Madison. Develop and oversee the maintenance of job skills bank database. Provide information dissemination and employment counseling to job applicants and vendors, suppliers, and contractors.

Assist Affirmative Action Division Manager with employment complaints and contracting disputes. Organize information-gathering meetings. Prepare materials and testimony, if needed, for non-compliance hearings.

Participate in the planning and coordination of workshops to disseminate program information.

Perform related work as required.

#### *Contract Compliance Specialist 2*

Perform all work of a Contract Compliance Specialist 1 with greater professional expertise and independent responsibility for onsite compliance reviews, record management and outreach efforts. Employees at this level should independently perform the full program functions including audits, hearings, and process improvements; under the general supervision of the Affirmative Action Manager.

Perform related work as required.

#### *Contract Compliance Specialist 3*

Perform all work of a Contract Compliance Specialist 2 with the application of broader professional expertise and independent responsibility for the full range of at least two program areas, including onsite compliance review, records management and outreach efforts.

Conduct higher level research on Affirmative Action laws, ordinances, and cases on a national level. Make recommendations as to potential areas for the City to update its AA Ordinance based on trends in other areas.

Provide leadership, technical assistance, and guidance to lower-level staff as may be required.

Perform related work as required.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

#### *Contract Compliance Specialist 1*

Knowledge of business administration principles, practices, and procedures relative to business ownership, operation, purchasing, subcontracting, and related areas. Knowledge of contract compliance, affirmative action, and equal opportunities principles, practices, and guidelines. Knowledge of employment and recruitment practices and procedures. Knowledge of and ability to use a computer and applicable software programs including word processing, spreadsheet, and database computer software to effectively perform the work. Ability to perform reviews of applications and submissions to determine compliance with established laws, rules, regulations, and policies. Ability to provide technical assistance to vendors, suppliers, contractors, targeted businesses, and job applicants. Ability to deal effectively with vendors, suppliers, and contractors in person and over the telephone. Ability to communicate effectively, both orally and in writing, including making public presentations before groups and public committees and boards. Ability to perform mathematical calculations and analysis, including percentages and business document analysis. Ability to plan and carry out investigative reviews, including field audits; analyze findings; and prepare necessary reports and recommendations. Ability to maintain or oversee the maintenance of records and databases and prepare narrative and written reports and recommendations. Ability to establish and implement effective monitoring systems and procedures. Ability to develop and maintain effective working relationships with business contractors, vendors, suppliers, targeted businesses, City agencies, and the public. Ability to maintain adequate attendance.

#### *Contract Compliance Specialist 2*

Working knowledge of business administration principles, practices, and procedures relative to business ownership, operation, purchasing, subcontracting, and related areas. Working knowledge of contract compliance, affirmative action, and equal opportunities principles, practices, and guidelines. Working knowledge of employment and recruitment practices and procedures. Working knowledge of and ability to use a computer and applicable software programs including word processing, spreadsheet, and database computer software to effectively perform the work. Ability to perform reviews of applications and submissions to determine compliance with established laws, rules, regulations, and policies. Ability to provide technical assistance to vendors, suppliers, contractors, targeted businesses, and job applicants. Ability to deal effectively with vendors, suppliers, and contractors in person and over the telephone. Ability to communicate effectively, both orally and in writing, including making public presentations before groups and public committees and boards. Ability to perform mathematical calculations and analysis, including percentages and business document analysis. Ability to plan and carry out investigative reviews, including field audits; analyze findings; and prepare necessary reports and recommendations. Ability to maintain or oversee the maintenance of records and databases and prepare narrative and written reports and recommendations. Ability to establish and implement effective monitoring systems and procedures. Ability to develop and maintain effective working relationships with business

contractors, vendors, suppliers, targeted businesses, City agencies, and the public. Ability to maintain adequate attendance.

### *Contract Compliance Specialist 3*

Thorough knowledge of business administration principles, practices, and procedures relative to business ownership, operation, purchasing, subcontracting, and related areas. Thorough knowledge of contract compliance, affirmative action, and equal opportunities principles, practices, and guidelines. Thorough knowledge of employment and recruitment practices and procedures. Thorough knowledge of and ability to use a computer and applicable software programs including word processing, spreadsheet, and database computer software to effectively perform the work. Ability to perform reviews of applications and submissions to determine compliance with established laws, rules, regulations, and policies. Ability to provide technical assistance to vendors, suppliers, contractors, targeted businesses, and job applicants. Ability to deal effectively with vendors, suppliers, and contractors in person and over the telephone. Ability to communicate effectively, both orally and in writing, including making public presentations before groups and public committees and boards. Ability to perform mathematical calculations and analysis, including percentages and business document analysis. Ability to plan and carry out investigative reviews, including field audits; analyze findings; and prepare necessary reports and recommendations. Ability to maintain or oversee the maintenance of records and databases and prepare narrative and written reports and recommendations. Ability to lead and direct the work of others. Ability to establish and implement effective monitoring systems and procedures. Ability to develop and maintain effective working relationships with business contractors, vendors, suppliers, targeted businesses, City agencies, and the public. Ability to maintain adequate attendance.

[Note: For specific positions, special language abilities may be required.]

### Training and Experience:

Generally, positions in this classification will require:

#### *Contract Compliance Specialist 1*

Graduation from an accredited college or university with a bachelor's degree in business administration, political science, economics or other related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of these positions will also be considered.

#### *Contract Compliance Specialist 2*

At least two years of professional contract compliance experience equivalent to that gained as a Contract Compliance Specialist 1 with the City of Madison. Such experience would normally be obtained following graduation from an accredited college or university with a bachelor's degree in business administration, political science, economics or other related field. Other combinations of training and/or experience which

