

CLASS TITLE: COMPLIANCE OFFICER

PURPOSE OF THE CLASSIFICATION: Under general supervision remediates identified disparity in procurement contracts, monitors and tracks the hiring, labor standards, Equal Employment Opportunity (EEO) and Affirmative Action Plan (AAP) practices/evaluations, performs administrative duties in monitoring compliance of City contractors, Minority Women Disadvantaged Business Enterprise (M/W/DBE) programs and other related assigned duties.

ESSENTIAL TASKS:

- Ensures the City meets requirements of MWDBE Code of Federal Regulations (CFR) 49, Section 26 and business Aspirational Goals established by City annually (Race Neutral/Conscious)
- Conducts on-site monitoring visits with various agencies to determine compliance with local/state/federal/legal requirements
- Designs and implements reporting process systems to facilitate information recording Minority Women Business Enterprise's MWBE and MWDBE data management
- Collects and interprets quarterly data for CFR 49, Section 26 compliance determinations
- Interprets applicable sections of relevant City, state and federal laws, ordinances, Title VI and MWDBE regulations related to grant, state and City funded projects and explains goals, objectives and intent of compliance
- Creates, monitors and maintains compliance case files and reports
- Ensures compliance with Davis-Bacon Act (DBA) and/or other federal requirements
- Tracks good faith effort requirements
- Reviews desk audits, outlining contractor's Affirmative Action Plan (AAP) and Equal Employment Opportunity (EEO) compliance and recommends modifications and/or assists with corrective steps/procedures prior to formal notification of written noncompliance, enforcement and imposed sanctions
- Monitors and recommends enforcement remedies in compliance with respect to legal hiring requirements of U.S. Citizens
- Corrects discrepancies related to contract utilization and works to ensure Corrective Action Plan (CAP) received when requested
- Reviews Workforce Reports for compliance with established standards and requirements
- Supports and assists with developing programmatic initiatives to ensure the City's overall commitment to inclusions of MWBE
- Conducts research as required to meet essential job responsibilities
- Provides technical support to certified business and prime contractors
- Conducts meetings/interviews with relevant parties
- Serves on various committees as department representative, including the Building Resources In Developing and Growing Enterprise (BRIDGE) Certification Committee
- Assists prime contractors with identifying certified MWDBE and MWBE's
- Participates in establishing procedures for enforcement of regulations and ordinances
- Assists in preparation of case files relevant to receipt of contractor complaints
- Promotes outreach to vendor community to increase qualified MWBE pool
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in sociology, business/public administration, project/construction management or a related field; and two (2) years of experience monitoring federal program/agency compliance related to the field of civil rights, data management, purchasing, grants and MWDBE; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of federal, state and local laws impacting an employee's civil rights; considerable knowledge of business and contractual law, AAP and related

personnel practices and federally mandated DBA and related and prevailing wage laws, MWDBE and CFR 49, Section 26; good knowledge of compliance and discrimination compliant procedures; good knowledge of monitoring and purchasing practices; good knowledge of the community environment; good knowledge of investigative research techniques, budget and expenditure reports; and good knowledge of computers and related software. Ability to exercise good judgment and diplomacy in ambiguous and sensitive situations; ability to analyze problems and present recommendations and ideas effectively, both verbally and in writing; ability to write clear, concise and accurate reports; ability to maintain confidentiality; ability to demonstrate proficiency in the use of appropriate software; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing and pulling up to 20 pounds; may be subject to walking, balancing, bending, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; may be exposed to hazards associated with construction sites; and requires some traveling to various locations to review compliance.

Class Code: 2598

EEO Code: N-02

Pay Code: AT-32

Group: Clerical and Administrative

Series: General Administrative

Effective Date: August 27, 2010