



CONTRACT COMPLIANCE OFFICER

Department: Finance

Job Class: 215400

Pay Range: Professional 07

FLSA: Non-exempt

Represented: No

Classification descriptions are intended to present a descriptive list of duties performed by employees in this class. Class Descriptions are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is professional and technical work in the field of contract compliance for the Finance Department. An employee in this classification is responsible for monitoring nondiscrimination policies and affirmative action programs for all contractors, subcontractors, vendors and suppliers who have construction contractual agreements with the County and monitoring state and federal fair labor standard requirements.

ESSENTIAL FUNCTIONS:

- Work closely with the Purchasing Agent and maintain an up-to-date list of all contractors, subcontractors, vendors and suppliers who do business with the County.
- Serve as Title VI Coordinator for Pierce County; implement and update Pierce County's Title VI Plan; serve as liaison with Washington State Department of Transportation (WSDOT), Title VI Coordinator, and other local agency jurisdictions.
- Develop and monitor implementation of the Department's Historically Underutilized Business Plan.
- Develop and monitor implementation of the County's Disadvantaged Business Enterprise Program.
- Keep current on contract compliance and related regulations.
- Advise and counsel with contractors.
- Meet with community organizations and keep them apprised of the County's compliance program and efforts; serve as liaison between the County and other compliance agencies and construction associations.
- Work closely with the other departments where federally assisted and local construction contracts are involved to review proposals, plans, bid specifications and documents for compliance with program and statutory/regulatory requirements.
- Ensure that all parties at pre-bid, pre-construction, and construction conferences are aware of contract compliance requirements.
- Conduct audits or on-site reviews and monitor the activities of contractors and subcontractors to ensure compliance with applicable laws and regulations.
- Prepare progress and program reports as required by local, state, or federal funding agencies.
- Monitor and evaluate projects for progress and make recommendations for necessary corrective action.
- Assist in the development of ordinances, policies and administrative procedures related to the implementation of a contract compliance program.
- May supervise lower classified employees, as required.
- Participate in the development of bid specifications in relation to contract compliance.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

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OTHER JOB FUNCTIONS:

- Perform other related job functions as assigned.

SUPERVISION EXERCISED AND RECEIVED: The Contract Compliance Officer provides direction, assistance, and monitors the work assignments of the Contract Compliance Field Monitor classification. Work is reviewed by an Administrative Supervisor for results attained. Assignments are received in general form and there is considerable latitude for independent judgment.

WORKING ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions. Work is performed in an office environment and out in the field at various construction sites or contractor or agency office.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by employee to successfully perform the essential functions of the position. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling, climbing and minimal unassisted lifting associated with the job duties is required. Work under stress and pressure conditions may be required. Travel to various work sites throughout the region and the ability to navigate all types of terrain may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- The principles and practices of contract administration and the statutes and regulations pertaining to contract compliance requirements.
- Complaint investigation procedures.
- Conflict resolution procedures.
- Multicultural sensitivity issues and multicultural human relations.
- Effective supervisory practices.

Skill in:

- Public speaking and the art of persuasion.
- Use of personal computer, word process and spreadsheets programs.

Ability to:

- Inspect construction work in progress and review and analyze reports and related construction documents.
- Read and accurately interpret regulations and construction specifications.
- Maintain accurate and complete records on all activities pertaining to contract compliance.
- Establish and maintain harmonious working relations with co-workers, public and private officials and the general public.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Understand and follow written and verbal instructions.

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KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Ability to: (continued)

- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four-year college or university with major course work in business administration, construction management, engineering, or related discipline and one or more years experience working in the area of contract compliance, affirmative action or closely related field is required. Additional relevant experience may substitute equally for the position requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Must possess or be able to obtain a valid Washington State Driver's license within 30 days of employment.