

<b>Position Title:</b> Contract Compliance Officer		<b>Date of Last Revision:</b> February 19, 2016	
<b>Reports to:</b> Procurement Manager			
<b>Location:</b> 809 North Broadway		<b>Schedule:</b> Monday-Friday 8:00 am – 4:45 pm	
<b>Job Code:</b>	<b>Pay Grade/Range:</b> \$49,800 - \$74,800	<b>FLSA Status:</b> Exempt	

<p><b>Basic Function of Position:</b> Under general supervision, coordinates contract processes for the Housing Authority, including preparation of contracts and monitoring contractor compliance through final closeout. Serves as the Labor Standards Officer to enforce the Davis Bacon and Related Acts (DBRA) and Wisconsin’s Labor Standards for Prevailing Wages. Monitors ongoing compliance with applicable Federal, State and local laws and regulations.</p> <p><b>Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Drafts and reviews contracts and agreements in coordination with the requestor and City Attorney’s Office, including determination of funding source and compliance with applicable state statutes, federal regulations, and Housing Authority policies. Obtain all required supporting documentation and prepares and/or reviews contracts for proper forms, content, and execution, along with negotiating terms and conditions as needed.</li> <li>2. Monitors and Ensures contractor and vendor compliance with contractual terms, applicable federal, state wage regulations, and Section 3 plan &amp; MBE/WBE/EBE plan, if applicable, and follows up with the Section 3 Coordinator and contractors to correct any violations.</li> <li>3. Reviews and audits certified payroll reports for compliance. Audits may include on-site visits and investigations.</li> <li>4. Train contractors/Vendors through preconstruction conferences or other means on Labor Compliance software [LCP Tracker] and Diversity Management and Compliance System software [B2GNOW].</li> <li>5. Investigates wage complaints, writes letters of findings to contractors to resolve wage complaints, and reports resolutions and/or requests for appeals to appropriate government agencies in consultation with the City attorney as needed to resolve difficult legal compliance issues.</li> <li>6. Ensures insurance/bonding requirements are met throughout the term of the contracts.</li> <li>7. Reviews and approves requests for periodic and final contract payments, determine compliance with contract terms and conditions, and close out completed contracts.</li> <li>8. When issues are identified during a contract for non-compliance with 24 CFR Part 135 - Section 3 regulations and/or MBE/WBE/EBE goals, will work with contractor and Section 3 Coordinator to help resolve issues.</li> <li>9. Prepares and submits various reports, working with Section 3 Coordinator, such as, Section 3 reports, the semi-annual Labor Standards Enforcement Report to HUD; the annual HUD report on minority and women contracting/subcontracting awards (purchase orders and contracts); and the monthly MBE/WBE/EBE for contract awards.</li> <li>10. Monitors the performance of the Compliance Program and related activities on a continuing basis, taking appropriate steps to improve its effectiveness.</li> <li>11. Performs other duties as assigned.</li> </ol>
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<p><b>Education:</b> Bachelor's degree in Business or related field from an accredited college or university that exhibits the knowledge, skills and abilities necessary to perform the duties of this position.</p>
<p><b>Work Experience:</b> Minimum three years professional experience in contract compliance.</p>
<p><b>Type of Skill and/or Licensing/Certification/Registration:</b> General knowledge of procurement techniques and strategies; contract compliance laws, rules, regulations, procedures and guidelines; problem solving and analytical skills; effective writing and oral communication skills; working knowledge of investigation techniques and methods; effective organization and planning skills; general knowledge of training strategies and techniques; knowledge in computer applications especially MS Office (outlook, word, excel, power point); and ability to prepare and present detailed and complete written and oral reports. Work effectively with a variety of stakeholders, including Housing Authority department heads, general contractors and community advocates. Making formal presentations and facilitating large and small groups.</p>
<p><b>Leadership/Supervisory Responsibilities:</b> May provide supervision and occasional work guidance, technical advice, and training to staff, contractors and vendors.</p>
<p><b>Independent Judgment/Decision Making/Problem Solving:</b> Performs duties within scope of general authority policies, regulations, goals, procedures, and objectives. Analyzes problems and performs needs assessments. Uses judgment in adapting broad guidelines to achieve desired results. Regular exercise of independent judgment within accepted practices. Makes recommendations that affect policies, procedures, and practices. Refers exceptions to policy and procedures to the supervisor.</p>
<p><b>Nature/Type of Contacts:</b> Regular contact with others, general public, visitors, and authority personnel. Purpose of contacts is to explain, clarify, or interpret information. Handles confidential information and some complex matters.</p>
<p><b>Working/Environmental Condition/Physical Demands:</b> Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions.</p> <p>Physical demands include moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects, and/or using or carrying equipment. Work may require routine travel. Requires the ability to see and read computer screens, small print, and numbers.</p> <p><b>Mental Requirements</b> Requires the ability to process verbal information; understand written sentences and paragraphs in work related documents; and communicate with others to convey information effectively.</p> <p>Requires the ability to compute, analyze, and interpret numerical data for reporting purposes.</p> <p>Requires ability to frequently face deadlines with attention to detail, and complete tasks and required documentation in a timely manner.</p>

I believe that the statements made above in describing this job are complete and accurate.

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Signature of Department Head or Designated Representative

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Signature of Incumbent