POSITION DESCRIPTION

Job Title: Contract Compliance Officer
Reports To: Contract Compliance Manager
Department: Finance
FLSA Status: Exempt
Job Grade: S11
Written/Revised: September 11, 2008

Job Summary:

Assists with the implementation and facilitation of the District’s Minority Business Enterprise, Women Business Enterprise and Small Business Enterprise program. Evaluates various information submitted by contractors to ensure compliance. Reviews pending contract solicitations and small purchases for potential MBE/WBE/SBE contracting opportunities. Determines certification eligibility by reviewing new and re-certification application package submissions and conducting site visits. Performs site visits and monitors procurements to ensure appropriate MBE/WBE/SBE and Affirmative Action (AA) compliance. Performs prevailing wage compliance reviews. Serves as outreach liaison and MBE/WBE/SBE information facilitator. Prepares a variety of reports and correspondence. Performs other duties of a similar nature as may be required.

Essential Functions:

- Participates in bid opening and pre-bid/proposal conferences and meetings, as necessary. Assists with the interpretation and evaluation of construction and other contracts. Ensures the participation of MBE/WBE/SBE. Participates in contract negotiation for best and final offers, as needed. Analyzes related statistical data.

- Evaluates various information submitted by contractors to ensure MBE/WBE/SBE compliance. Determines if organizations and/or companies contracted with the District are following federal and state guidelines. Reviews pending contract solicitations and small purchases for potential MBE/WBE/SBE contracting opportunities and determines appropriate participation goals. Provides mediation and contract resolution to MBE/WBE/DBE’s and primes, as needed. Conducts Affirmative Action and other applicable compliance reviews for all procurements. Reviews Board resolutions and prepares the Affirmative Action/MBE/WBE/SBE section of the staff summaries for board resolution approval.

- Reviews and processes MBE/WBE/SBE certification eligibility. Reviews new and re-certification applications package submissions to ensure that the required documentation is included, and conducts follow-up if necessary for additional information. Evaluates certification application packages to determine MBE/WBE/SBE eligibility. Decides on eligibility makes determination. Conducts site visits as a part of the eligibility evaluations. Conducts informational meetings with potential MBE/WBE/SBE’s to increase awareness and advantages of certification and assists in working through the certification process. Provides outreach to primes to assist with understanding compliance programs and completion on required paperwork for solicitations. Provides updated certification listings to user departments.

- Performs site visits and monitors procurements to ensure appropriate MBE/WBE/SBE and Affirmative Action (AA) compliance. Reviews and monitors compliance information to ensure stated participation. Tracks participation on the District’s procurements, identifies deficiencies and makes appropriate recommendations for corrective actions as required. Follows-up on corrective actions and makes appropriate recommendations for sanctions, if needed. Conducts desk audits and on-site compliance reviews. Reviews Contractors
monthly MBE/WBE/SBE Payment Reports forms to ensure and verify actual payments made to businesses performing on a contract. Attends progress and job site meetings. Participates in change-order meetings.

- Collaborates with other departments (e.g., Legal, Internal Audit, etc.) to direct compliance issues to appropriate existing channels for investigation and resolution. Consults with the District’s attorneys as needed to resolve difficult legal compliance issues. Responds to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating or recommending the initiation of investigative procedures. Acts as an independent review and evaluation body to ensure that compliance issues/concerns within the District are being appropriately evaluated, investigated and resolved. Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required.

- Provides reports on a regular basis, and as directed or requested, to keep the Board and senior management informed of the operation and progress of compliance efforts.

- Performs duties of a similar nature as may be required. Works with the Organization & Employee Development and others as appropriate to develop an effective compliance training program. Serves as outreach liaison and MBE/WBE/SBE information facilitator. Conducts MBE/WBE/SBE related training, information sessions and awareness programs for outside vendors. Facilitates focus group meetings with MBE/WBE/SBE's and affective communities to evaluate relative processes and/or gather information about successful aspects of the compliance program.