

CITY OF SIMI VALLEY

CONTRACT COMPLIANCE SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, performs contract administration duties and resolves wage rate issues involved in City contracts; provides resources for other departments in the current wage requirements for contracts; prepares, coordinates, reviews, investigates, and enforces provisions of the City's contractual agreements for construction projects as they relate to purchase orders, payments, change orders, federal, state and local laws and regulations, the Community Development Block Grant (CDBG) and the Disadvantaged Business Enterprise Program; provides contract administrative support to the construction section of the Public Works Department; and maintains accurate and complete project files during and after construction.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of contract administration duties involved in City construction contracts; prepare contract change orders in compliance with project specifications; ensure that the City and its contractors, sub-contractors, suppliers, vendors and consultants are in compliance with local, state, and federal labor standard provisions as they apply to City contracts.
2. Check, monitor, and analyze contractor/sub-contractors certified payrolls and other documents, research discrepancies and enforce federal, state and City requirements for prevailing wage rates on City construction contracts.
3. Prepare purchase orders for contractors and consultants during design and construction phases; prescribe purchase order functions to ensure that policy and procedure formats are followed; receive and review invoices; authorize payments.
4. Monitor construction work in progress and verify project completion; prepare weekly statements of working days for all projects and prepare necessary documentation for closure of construction projects.
5. Conduct work-site visits to interview construction workers in order to verify wage rate and working hours as necessary.
6. Prepare, maintain and update a variety of capital project files, records, reports and correspondence; verify performance of program/project activities; prepare notices of completion for construction projects as needed.
7. Prepare and update City street map including street name list, project construction logs and yearly average construction costs.
8. Prepare and process monthly progress payments and invoices for timely payments on construction improvement and maintenance contracts; compile data and prepare regular and periodic letters regarding overdue payrolls and payroll discrepancies.

Contract Compliance Specialist (Continued)

9. Oversee, process and issue goods receipt authorizing payments of progress payments and invoices in accordance with approved purchase orders; prepare and process other pertinent accounting and financial documents.
10. Respond to requests and inquiries from City departments and staff, the general public, contractors and other individuals regarding contract compliance issues; provide information within area of assignment.
11. Issue encroachment permits for construction projects.
12. Create various computerized drawings and charts as required.
13. Provide City departments and staff, outside agencies, and government entities with requested information and reports.
14. Monitor and maintain accounts receivable invoices to Department of Transportation, the County, Office of Emergency, and Housing Authority.
15. Assist in the administration, preparation and maintenance of the department records retention and destruction schedule.
16. Serve as the liaison for wage-related federal grant audits.
17. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of contract administration, review and enforcement.
- Methods, techniques and materials used in the construction of public works projects.
- Principles and practices used in the monitoring of construction projects.
- Principles and procedures of record keeping.
- Basic accounting principles and practices.
- Principles of business letter writing, research and basic report preparation.
- Methods and techniques for collecting, tabulating, and evaluating data.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state and local codes, laws and regulations.

Ability to:

- Perform contract administration duties in support of assigned City construction projects.
- Read and interpret a variety of construction plans and blueprints.
- Ensure construction compliance with established contract specifications.
- Review and monitor construction payroll documents.
- Interpret and enforce applicable rules, policies, codes and regulations within area of assignment.
- Prepare and maintain a variety of correspondence, files and reports on construction progress.
- Maintain records and various databases.
- Respond to request and inquires from the general public.
- Operate office equipment including computers and supporting work processing and spreadsheet applications.
- Learn and effectively utilize the City's enterprise resource planning system (SAP).
- Communicate clearly and concisely both orally and in writing.

Establish and maintain effective working relationship with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of twelfth grade supplemented by college level course work in engineering, public administration or a related field.

Experience:

Two years of increasingly responsible contract compliance experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field environment; work with computers; exposure to noise and poisonous gases and liquids.

Physical: Sufficient physical ability to work in an office setting; sit, stand or walk for prolonged periods of time; and operate office equipment including extensive use of a computer keyboard.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Adopted: January 2004
Johnson & Associates

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