

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Labor Compliance and Construction Contracts Supervisor	<b>REPORTS TO:</b>	Contracts Compliance Manager
<b>DEPARTMENT:</b>	Contracts Compliance	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	052 AASD Supervisors'
<b>ISSUED:</b>	March 29, 2011		

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**BASIC FUNCTION:**

Plan, develop, and supervise the district labor compliance program in support of construction, maintenance, professional services, and provisioning for programs and projects; manage contract administration activities and supervise staff associated with the management of multiple public works construction and professional service contracts.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Develop and implement policies and procedures for assessing contractor compliance with state rules and regulations for public works designated projects. **E**

Plan, organize, and implement district monitoring of contractor labor practices including investigating and reporting of non-compliance issues and complaints. **E**

Ensure the district's general conditions, labor compliance policies and procedures, and the Labor Compliance Program are in compliance with the California Labor Code and California Code of Regulations. **E**

Supervise and direct investigations of complaints, and direct the resolution of minor violations related to the Labor Compliance Program. **E**

Make recommendations to withhold, retain or forfeit payments to contractors pending resolution of non-compliance issues related to payments of prevailing wages to workers and apprentices. **E**

Conduct regular meetings with labor compliance staff to review contractor audits, issues, and progress of project closeouts, and ensure staff's compliance with labor compliance policies and procedures. **E**

Attend construction contract settlement meetings and hearings; research and provide information on prior actions taken by the district and future action to reach resolution on various legal matters. **E**

Work closely with district legal staff to resolve contractual issues such as change order management and subcontractor substitutions; consult with legal counsel regarding issues such as claims and law revisions; analyze and interpret provisions of federal and state regulations and Education Code sections pertinent to contracts and agreements and review with legal counsel, as appropriate. **E**

Coordinate schedules for construction projects involving district staff and provide written reports as required by district staff and state agencies. **E**

Establish and maintain effective working relationships with various community groups, government agencies, labor unions, and the public concerning specific policies, procedures, and practices applicable to and executed by the department. **E**

Supervise development and administration of all documents for the work authorizations, bonds, change orders, stop notices, escrow account processes, subcontractors, Division of State Architect (DSA) processes, applications for payment and invoice processing, warranties, and contract closeouts; develop new and revise existing complex and difficult contract terms and conditions. **E**

Review technical specifications relative to contracts; provide technical expertise, information and contract administration assistance to district administrators, staff, and outside organizations regarding public works construction contracting laws and regulations and departmental procedures and requirements, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. **E**

Analyze issues, prepare reports, and make recommendations regarding technical and project-specific contractual matters to the Board of Education and various committees. **E**

Develop and maintain computer database files for tracking contracts, expenditures, and other contract related files and reports. **E**

Provide informal training and technical support to vendors, contractors, managers, and district stakeholders requiring contract administration services. **E**

Identify, develop, and implement procedures and processes for tracking and reporting data related to prevailing wages paid at construction sites. **E**

Develop and recommend strategic initiatives to enhance the efficiency of the department. **E**

Train, supervise, and evaluate assigned staff. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to completion of a bachelor's degree with specialization in construction, contracts, labor compliance, or business administration, and four years of recent, increasingly responsible experience supervising a labor compliance program, including construction or maintenance contracts management.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private automobile (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Policies and procedures of the State Department of Labor Standards Enforcement.  
Research, investigation, and negotiation techniques.  
State contracting code and construction safety regulations.  
District construction bidding procedures.  
Legal processes involving labor compliance and administrative hearings.  
Legal and construction industry terminology related to public works construction contract administration.  
Principles and practices of contract administration.  
Provisions of federal and state regulations and applicable codes pertaining to public agency bidding and contracting requirements, surety bonds, and insurance.  
Regulations governing contractor licensing requirements.  
Local, state and federal labor laws related to the construction industry and prevailing wage requirements.  
Methods, procedures, and practices used by public agencies in conducting business with vendors and contractors.  
Oral and written communication skills.  
Record keeping techniques.

**ABILITY TO:**

Use appropriate judgement in diverse and emergency situations.  
Prepare a variety of statistical and narrative reports.  
Establish rapport and conduct district business with a variety of ethnic and cultural groups.  
Establish and maintain effective working relationships with all levels of district staff, contractors, subcontractors and others involved with construction projects and programs.  
Maintain current knowledge of applicable provisions of applicable federal, state and district laws, rules, and regulations.  
Develop and implement goals, objectives, policies, procedures, and internal controls.  
Work well under pressure of multiple priorities and short deadlines.  
Write contract terms and conditions and specifications.  
Communicate effectively, orally and in writing.  
Work independently with little direction.  
Use standard office equipment including personal computers and related software applications.  
Train, supervise, and evaluate the performance of assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and business locations including construction sites; driving a vehicle to conduct work.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects.

Job Code 6952  
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