

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Manager, Contracts Compliance	REPORTS TO:	Director, Facilities Planning and Construction
DEPARTMENT:	Contracts Compliance	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	030 AASD
ISSUED:	September 8, 2009		

BASIC FUNCTION:

Manage the implementation and administration of the Project Stabilization Agreement (PSA), Labor Compliance Program, and the Contract Compliance Department.

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

Plan, organize, control and manage the day to day implementation of the District's Labor Compliance Program subject to applicable laws and regulations, including but limited to the California Labor Code, Public Contract Code, and Education Code, and the Project Stabilization Agreement (PSA) in support of Proposition S. ***E***

Develop and implement procedures for monitoring, investigating, assessing and reporting contractor compliance with the California Labor Code and regulations, the PSA and district policies. ***E***

Develop and implement procedures to carry out the efficient operation of the department; coordinate with appropriate district staff to ensure the department's operations are aligned with construction project schedules. ***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***

Prepare written reports to appropriate district staff as required by federal and state law, state agencies, and district policy. ***E***

Design and implement an Outreach Program for small businesses and individuals. ***E***

Conduct regular meetings with department staff to monitor progress of compliance cases, ensure operations are occurring according to applicable law, district policies and procedures. ***E***

Coordinate with district staff to ensure that project work is scheduled to accommodate the district's instructional mission at sites where school may be in session during periods of construction activity. ***E***

Monitor compliance with the PSA by Unions and Contractors as the authorized representative of the district. ***E***

Establish, monitor, and manage the departmental budget. ***E***

Assist in the preparation of, endorse and enforce binding agreements between contractors and the district on all Proposition S projects covered by the PSA. ***E***

Work to resolve disputes regarding work stoppages, jurisdictional issues, and grievances as set forth in the PSA. ***E***

Conduct briefings and workshops with contractors and subcontractors to ensure their awareness of applicable law and their responsibilities under the law. *E*

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

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of experience, education and/or training equivalent to a J.D. or a Master’s degree from a recognized college or university, preferably in business or public administration, and four years of recent, directly related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organizational development principles and practices.
- California Labor and Public Contract Codes, and California Code of Regulations.
- Techniques and strategies for managing diverse programs.
- The district’s PSA and applicable procedures for contractors’ compliance.
- Principles and techniques of budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Applicable laws, policies, and procedures.
- Oral and written communication skills.

ABILITY TO:

- Maintain current knowledge of applicable provisions of applicable federal, state and district laws, rules, and regulations.
- Interpret and apply the PSA.
- Design and implement an Outreach Program.
- Use appropriate judgment in a high stress environment.
- 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.
- Communicate verbally and in writing with diverse audiences.
- Work independently with little direction.
- Prioritize and schedule work.
- 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 ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.