SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Senior Labor Compliance Coordinator</th>
<th>REPORTS TO:</th>
<th>Labor Compliance Program Supervisor</th>
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</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Facilities Planning &amp; Construction</td>
<td>CLASSIFICATION:</td>
<td>Classified</td>
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<tr>
<td>FLSA:</td>
<td>Exempt</td>
<td>SALARY GRADE:</td>
<td>054 OTBS</td>
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<td>REVISED:</td>
<td>May 20, 2011</td>
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BASIC FUNCTION:

Perform advanced and complex labor compliance duties; lead and direct the work of assigned clerical and technical staff.

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

Prepare complex administrative or technical reports, analyses, and summaries including the Labor Compliance Annual Report and Requests for Withhold to the Department of Industrial Relations. E

Monitor, investigate, and report on the labor practices of contractors and subcontractors engaged in construction work for the district to determine compliance with state and federal labor laws and regulations. E

Coordinate and perform audits of contractors and subcontractors to ensure compliance with state and federal labor laws and regulations utilizing available district staff and resources; review certified payroll reports, other construction records, logs, observations and interviews conducted by designated district staff. E

Receive complaints of noncompliance made by construction employees and work preservation and community group; conduct initial meetings with complainants to obtain information and documents to determine the validity of the complaint. E

Communicate with noncompliant contractors and subcontractors to advise of labor laws and regulations, inform them of actual or potential noncompliance issues, and clarify and assist with resolutions of potential noncompliance issues. E

Document all contacts with contractors and subcontractors regarding potential noncompliance for review by the Labor Compliance Supervisor and the Contract Compliance Manager. E

Prepare periodic written report to appropriate district staff summarizing contractor audits and the progress of outstanding projects. E
Explain the district’s Labor Compliance Program to contractors at pre-bid job walk-through meetings, sign-up meetings, and pre-construction meetings. E

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

Conduct investigations of contractor/subcontractor noncompliance with state and federal labor laws and regulations according to departmental policies and practice. E

Prepare legal documents in anticipation of formal actions under the labor code against contractors and subcontractors E

Train and direct the work of assigned staff. E

Perform related duties as assigned that are reasonably related to the job classification.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
A combination of experience, education and/or training equivalent to six years of progressively responsible business or public administration experience, including two years of recent, directly related experience with a Department of Industrial Relations (DIR) approved Labor Compliance Program or a construction company that performs public work subject to California Labor laws, including prevailing wage laws.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Organizational development principles and practices.
California Labor and Public Contracting Codes, and California Code of Regulations.
Applicable state and federal labor laws and regulations, policies, and procedures.
Techniques and strategies for managing diverse programs.
Professional usage of English language in oral and written communications.
Relevant construction records and practices necessary to conduct investigations.

ABILITY TO:
Maintain current knowledge of applicable provisions of applicable federal, state and district laws, rules, and regulations.
Use appropriate judgment in a high stress environment.
Prepare complex administrative or technical reports, analyses, and summaries.
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 effectively both orally and in writing in the English language.
Identify, prepare, and organize evidence to necessary to support litigation.
Work independently with little direction.
Prioritize and schedule work.
Manage several projects at a time.
Maintain files and records.
Use standard office equipment including personal computers and related software applications.

**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 and take notes as required; 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.

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