

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Project Stabilization Agreement (PSA) Specialist	REPORTS TO:	Director, Fiscal Controls and Information Systems
DEPARTMENT:	Facilities Planning and Construction	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	040 OTBS
REVISED:	July 29, 2014		

BASIC FUNCTION:

Monitor, investigate, and report on the labor practices of contractors and subcontractors engaged in construction work for the district to determine compliance with the district's Project Stabilization Agreement (PSA).

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

Assist in resolving labor disputes between labor and management representatives and PSA-related compliance issues; assist in administering and monitoring dispute resolution procedures. **E**

Explain PSA policies and procedures to staff, contractors, unions, construction employees, and the public; respond to PSA-related questions or inquiries. **E**

Attend construction meetings, including job walks, job progress meetings, contractor orientations, pre-job conferences and labor-management meetings; schedule and attend PSA-related meetings. **E**

Assist in securing documents required by the PSA, including letters of assent and pre-job conference forms. **E**

Assist in the development and implementation of PSA policies and procedures. **E**

Receive and investigate complaints of noncompliance made by unions, contractors, employees and the public. **E**

Perform onsite monitoring of labor practices; interview construction workers in the field and observe work performed. **E**

Advise contractors on local hire targets and business outreach goals; assist with tracking target goals and requirements. **E**

Review certified payroll reports and other construction records, logs, and reports for indications of noncompliance. **E**

Operate standard office equipment; operate microcomputers to enter and extract information into databases; maintain specialized database files. **E**

Prepare detailed reports; compile and maintain documentation. **E**

Assist in gathering evidence for use in supporting contractor penalty assessments in administrative hearings. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to three years of recent, progressively responsible experience in the building maintenance or construction industry.

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:

Tools, materials, terminology, and standard practices related to general building maintenance and construction.

Local, state, and federal labor laws related to construction industry.

Organizational and record keeping techniques.

Reading and writing English communication skills.

ABILITY TO:

Learn, read and explain rules, regulations, policies, and procedures related to the district's Project Stabilization Agreement (PSA).

Assist in conflict resolution between contractors and unions.

Represent the district effectively on construction sites and at meetings.

Establish and maintain effective working relationships with all levels of district staff, contractors, subcontractors, labor unions and others involved with construction projects.

Work independently with little direction.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Maintain records.

WORKING CONDITIONS:

ENVIRONMENT:

Office and 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; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; climbing ladders, stairs, and scaffolding to make inspections; lifting light objects.

Issued 04/06/01

Job Code 6371

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