



## City of Phoenix

# LABOR COMPLIANCE SPECIALIST

JOB CODE 06610

Effective Date: 11/00N

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to ensure federal labor standards compliance on City federally funded projects. Duties include ensuring contractor compliance with federal labor compliance laws and regulations; investigating and resolving wage disputes between employees and contractors; and auditing company payroll records. Work requires independent judgment within the framework of federal labor laws and regulations. General direction is received from the Labor Compliance Supervisor and performance is evaluated based upon results achieved.

### **ESSENTIAL FUNCTIONS:**

- Researches, interprets, and enforces various sources of regulatory documentation pertaining to labor issues;
- Develops project implementation schedules;
- Attends pre-bid meetings to inform contractors of their labor standards obligations;
- Schedules and conducts labor compliance preconstruction meetings to provide technical assistance to contractors;
- Reviews bid specifications to determine scope of work and ensures appropriate wage determination(s) and federal language are incorporated prior to contract award;
- Schedules and performs on-site investigations to determine labor compliance and investigate violations;
- Notifies prime contractors of violations/infractions and requests corrective action be taken;
- Resolves wage and classification disputes between employees and contractors;
- Recommends withholding of contractor's funds from progress payments for noncompliance;
- Prepares weekly, quarterly, semi-annual, and special reports to management, client departments, funding agencies, and the Department of Labor;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

### **Required Knowledge, Skills and Abilities:**



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Knowledge of:

- Construction practices and techniques.
- Federal labor standards (Davis-Bacon, Contract Work Hours and Safety Standards, and Copeland Acts).
- Research methods and report presentation.

Ability to:

- Read and comprehend construction specifications.
- Interpret and apply federal labor regulations.
- Negotiate conflict resolutions.
- Communicate orally in the English language with customers, clients, and the public using a telephone and in group and face-to-face, one-to-one settings.
- Make decisions in accordance with construction specifications and federal labor standards.
- Observe construction trade practices to determine compliance with federal standards.
- Comprehend and make inferences from material written in the English language.
- Produce documents written in the English language using proper sentence construction, punctuation, grammar, and spelling.
- Work cooperatively with others.
- Travel over rough or uneven surfaces.

### **Additional Requirements:**

- These positions will require the performance of other essential and marginal functions.
- These positions require the use of personal or City vehicles on City business. The individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Three years of experience in federal programs, contract compliance construction management, or labor relations. Other combinations of experience and education that meet the minimum requirements may be substituted.