



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 386.1

Job Title: **CONTRACT COMPLIANCE OFFICER**

Pay Grade: 15

GENERAL SUMMARY:

Performs routine administrative duties in the standard review and investigation of compliance with contractual agreements set forth by Municipal, State and Federal regulations.

RESPONSIBILITIES:

- Verifies and processes applications for contracts, licenses and/or permits.
- Conducts on-site interviews with city contractors, vendors and service suppliers to monitor compliance with contract regulations.
- Provides program requirement information to contractors, the public and outside agencies through presentations and by telephone and/or mail.
- Conducts studies and outreach activities to recruit and maintain contractors, vendors and licensees.
- Compiles data and prepares periodic reports as requested.
- Monitors and enforces prevailing wage payments by City construction contractors for compliance with municipal, state and federal regulations by auditing payrolls, observing worker performance and investigating wage violations.
- May monitor contractor Minority/Women Business Enterprise (MWBE) utilization.

MWBE CERTIFICATION RESPONSIBILITIES

- In the office of Affirmative Action, certifies businesses for inclusion in the MWBE (Minority and Women Business Enterprise) program based on Federal and State regulations. This program includes businesses owned by persons with disabilities (PDBEs), Disadvantaged Business Enterprises (DBEs), and Small Business Enterprises (SBEs).
- Determines initial and continued program participation based on ownership and control of the business, as well as business operations such as management, expertise, functionality, independence and SBA (Small Business Administration) size standards.
- Identifies ownership and control of a company by examining the organizational structure of the business and various business documents and factors such as: articles of incorporation, by-laws, partnership agreements, tax records, capital contributions by non-owners, financial business obligations, owner or key personnel financial interests, authority to legally obligate the business, etc.
- Conducts on-site visits to verify the functionality and legitimacy of a business through examination of the physical premises, equipment, inventory, day-to-day operations, staffing and business records such as bank statements, leases, payroll records, invoices, etc.
- Compiles supporting documentation and prepares summary reports and program participation recommendations based on information gathered or ascertained.
- Conducts pre-certification workshops and responds to public and business inquiries regarding MWDBE/SBE certification programs or status. Provides information to other certifying agencies requesting field audit reports.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Public Administration, Liberal Arts or a related field.

Responsible, professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

EXPERIENCE:

No experience is required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There is only a slight source of discomfort from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with situations where occasional exposure to office chemicals and/or periodic use of a video display terminal are required.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Contract Compliance Officer

Senior Contract Compliance Officer

Contract Compliance Supervisor

Effective: October 1990

Revised: June 2015