



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 386.2

Job Title: **SENIOR CONTRACT COMPLIANCE OFFICER**

Pay Grade: 18

### **GENERAL SUMMARY:**

Performs administrative duties in reviewing and investigating compliance with specific sections of contractual agreements according to regulations established by Municipal, State and Federal codes.

### **RESPONSIBILITIES:**

- Conducts on-site interviews with City contractors, vendors, service suppliers, and their employees and references, to monitor compliance with contract regulations. Audits contractors' payroll, financial statements and tax records to verify compliance with contract regulations.
- Compiles data and prepares regular and periodic reports as requested.
- Disseminates information about program requirements to contractors, the public and outside agencies through workshops, seminars, and telephone and office walk-in inquiries.
- Provides technical assistance to and may train Contract Compliance Officers as requested.
- Reviews and records final clearance in accordance with Labor Compliance Standards.
- Monitors and enforces prevailing wage payments by City construction contractors for compliance with municipal, state and federal regulations by auditing payrolls, conducting site visits, observing worker performance, and investigating wage violations.
- Monitors Minority/Women Business Enterprise utilization on City contracts.

### **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 (DBE), and Small Business Enterprises (SBEs).
- Assists with the training of certification and outreach section employees. Provides technical assistance to junior level certification employees. Handles the more complex certification requests.
- 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.
- May serve as a member of the certification review committee and assist in the review of denial appeals.

- 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:**

One year of responsible, professional administrative experience is required.

### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

### **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*