

CLASS SPECIFICATION

Contracts Compliance Assistant

Code Number: _____

GENERAL PURPOSE

Under general supervision, participates in administering the equal opportunity provisions of the Commission's procurement and contracting programs; assists in community outreach activities to encourage participation of qualified Minority, Women and/or Disabled Veterans Business Enterprises in Commission procurement and contract opportunities; maintains data and monitors program progress and results; assists in performing general contract administration activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Contracts Compliance Assistant is responsible for performing a variety of internal Commission and community outreach activities in carrying out agency programs to encourage and ensure participation of Minority-, Women- and/or Disabled Veterans-owned Business Enterprises in procurement and contracting programs. The incumbent assists in implementing program goals, policies and procedures and works with Commission managers and supervisors to ensure regulatory and contractual requirements are met.

Contracts Compliance Assistant is distinguished from Contracts Analyst in that Contracts Analysts independently perform the full range of specialized and technical procurement and contracting duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Participates in implementing equal opportunity programs to encourage the participation of Minority-, Women- and/or Disabled Veterans-owned Business Enterprises in procurement and contracting opportunities, in accordance with Commission and other local, state and federal policies and mandates; reviews drafts of bids and project proposals to ensure compliance with Commission program requirements, identify components appropriate for MBE/WBE/DVBE participation and identify potential certified firms for inclusion in the Commission's solicitation lists; reviews and recommends changes to draft equal opportunity contract language; reviews proposals to evaluate bidder compliance with equal opportunity requirements and prepares findings and recommendations; verifies contractors are currently certified MBE/WBE/DVBE firms.

Monitors compliance of contractors with equal opportunity contract provisions and Commission requirements; analyzes contractor workforce data, evaluates affirmative action plans and provides advice and assistance on action steps to ensure contract compliance; monitors contractor performance, conducts site visits and investigations and takes or recommends necessary remedial action, up to and including contract termination, to enforce compliance with contract provisions, in consultation with the Equal Opportunity and Contracts Officer.

Attends and participates in pre-bid and pre-proposal conferences to provide information on the Commission's equal opportunity program requirements; provides proposers lists of certified MBE/WBE/DVBE firms; participates in evaluating bidders' good faith efforts to comply with Commission equal opportunity guidelines.

Conducts community outreach activities, including speaking before community and professional groups and conducting community workshops to identify and encourage participation of potential MBE/WBE/DVBE firms in Commission programs; conducts training sessions for prospective bidders and contractors regarding equal opportunity requirements; provides information and technical assistance on a variety of issues; encourages firms to take advantage of contracting opportunities with the Commission.

Assists in developing new policies and procedures to achieve Commission objectives and goals for MBE/WBE/DVBE participation in procurement and contracting activities; maintains program statistics and drafts periodic reports on program results.

Develops, coordinates and participates in administering the Commission's HUD Section 3 programs to promote resident business development and employment opportunities; represents the Commission in formulation of a Resident Employment and Training Plan in conjunction with other local governmental and private sector organizations; works with other section managers to provide training and assistance in meeting agency Section 3 obligations and requirements.

Participates in general administration of contracts for goods and services; develops and maintains a comprehensive agency-wide contract tracking system to ensure effective administration of contracts.

OTHER DUTIES

Maintains program and expenditure records and databases for the Commission's equal opportunity programs.

Responds to requests for information on the Commission's procurement and contracting processes and its equal opportunity program requirements.

Prepares monthly statistical and activity reports; drafts reports and supporting materials for presentation to the Housing Commission; participates in drafting contract language.

Represents the Commission in meetings with professional and community groups.

Provides training on equal opportunity requirements to Commission managers and staff.

Performs special projects as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Federal, state and local laws, regulations and court decisions applicable to assigned area of responsibility; basic methods and techniques in public agency contracting, including contract development and administration techniques; practices and techniques related to the utilization of Minority-, Women- and Disabled Veterans-owned Business Enterprises in public agency contracting and procurement activities; basic research methods and analysis techniques; principals and practices of sound business communication.

Ability to:

Understand, interpret, explain and apply Commission, state, and federal policy, law, regulation and court decisions governing the Commission's equal opportunity program; analyze information, evaluate alternatives and make sound recommendations in areas of assigned responsibility; represent the Commission effectively in meetings with contractors, state and local governmental agencies, community groups and the public on a variety of contracting and equal opportunity issues; monitor contractor performance and obtain information with awareness of the sensitive issues involved; prepare clear, concise and comprehensive correspondence, reports, studies and other written materials; exercise sound, independent judgment within general policy guidelines; establish and maintain effective working relationships with Commission managers, other governmental officials, contractors, community groups, employees and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, human resources, psychology, or a closely related field; and at least one year of experience with federal, state or local equal opportunity and/or contract compliance programs or performing administrative duties providing a familiarity with such programs; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work; work with frequent interruptions; interact with Commission managers, staff, representatives of other governmental organizations, contractors, representatives of potential bidders and contractors, community groups and the public, some of whom may be dissatisfied, angry and/or abusive.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.