PERSONNEL COMMITTEE

12-0095R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF LABOR COMPLIANCE TECHNICIAN, AND SPECIFYING BENEFITS FOR THE SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of labor compliance technician, which were approved by the civil service board on February 7, 2012, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall remain subject to the city's collective bargaining agreement with its basic unit employees, and that the pay range for said classification shall be Range 129. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved:

Department Director

Approved for presentation to council:

Chief Administrative Officer

Approved as to form:

Attorney

Approved:

Auditor

HR TS:ao 2/16/2012

STATEMENT OF PURPOSE: This new classification will be responsible for monitoring, investigating, and reporting on the labor practices of contractors and subcontractors engaged in construction work for the city to determine compliance with city, state and federal prevailing wage laws and regulations, and will work independently with limited authority to make decisions applying to statutes, laws, regulations, policies, and procedures pertaining to Davis-Bacon Legislation and related city ordinances. The pay range negotiated for the classification is Range 129, $3,295 to $3,884 per month.

# LABOR COMPLIANCE TECHNICIAN

## SUMMARY/PURPOSE:

To monitor, investigate, and report on the labor practices of contractors and subcontractors engaged in construction work for the City to determine compliance with city, state and federal prevailing wage laws and regulations.

This classification works independently with limited authority to make decisions applying to statutes, laws, regulations, policies, and procedures pertaining to Davis-Bacon legislation and related city ordinances.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Review bid specifications and contracts to verify correct wage determination.
2. Perform onsite monitoring to verify compliance with wage determination on City projects, including interviewing construction workers in the field and observe work performed.
3. Review and audit certified payroll reports and other related documents to verify compliance, and ensure appropriate wages and benefits are paid.
4. Notify contractors of violations/infractions and request corrective action be taken as needed.
5. Create, maintain and distribute forms or documents used related to prevailing wage compliance; and post as applicable to City web site; including updating City of Duluth's Davis-Bacon handbook.
6. Receive, investigate and resolve complaints of noncompliance made by construction employees and the public.
7. Assist in gathering evidence for use in possible prosecution of the contractor.
8. Explain, advise, assist and/or train staff and construction personnel on policies and procedures.
9. Prepare complex documents and detailed reports; compile and maintain documentation.
10. Establish, maintain and perform information processing services.
11. Provide service to the public on complex and/or specialized matters.
12. Perform related duties as assigned.

## JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required

1. Education and Experience requirements:
   - A. Any combination of training, experience, and/or education equivalent to three (3) years of recent, progressively responsible experience in the building maintenance or construction industry, or; two (2) years of technical experience working with contract compliance or prevailing wage related work.
   - B. A combination of education, experience, and training considered by Human Resources to be equivalent to the above.

2. License Requirements:

   A. Possession of a valid Minnesota Driver's License or equivalent.

3. Knowledge Requirements:

   A. Knowledge of modern office practices, procedures and technology.
   B. Knowledge of English to include spelling, grammar, sentence construction and punctuation to effectively communicate in reports, records, and other documents.
   C. Knowledge of business letter writing and report preparation.
   D. Knowledge of general office bookkeeping terminology, practices and procedures.
   E. Knowledge of labor and equipment used in construction of streets, sidewalks, water and gas mains, sanitary and storm sewers and various public works structures.
   F. Knowledge of construction industry employment practices and requirements of public contracts.
   G. Knowledge of codes, laws and regulations as related to prevailing wage requirements.
   H. Knowledge of mathematics.
   I. Knowledge of safety principles and practices.
   J. Knowledge of basic research and data analysis methods and techniques.
   K. Knowledge of the principles and practices of record keeping techniques and computerized records maintenance.

4. Skill Requirements:

   A. Skill in comparing names, numbers and other data accurately.
   B. Computer skills, including word processing, spreadsheet, presentation and email applications.
   C. Skill in composing business correspondence using independent judgment.
   D. Skill in making accurate computations.
   E. Skill in communicating clearly and concisely, both verbally and in writing for sound consultation to the public, professionals, and coworkers.
   F. Skill in interviewing trade workers and construction industry personnel.
   G. Skill at a handling complex and/or contentious situations both written and orally.
   H. Skill in operating a variety of office equipment.
   I. Skill in establishing, organizing, maintaining and updating manual and electronic files and records.
   J. Skill in providing exemplary customer service with a focus on compliance.

5. Abilities Requirements:

   A. Ability to interpret questions, provide satisfactory explanations and resolve complaints.
   B. Ability to organize and prioritize tasks.

C. Ability to establish and maintain effective working relationships with all levels of City staff, the general public, contractors, subcontractors, and others involved with construction projects and/or other programs.

D. Ability to communicate effectively orally and in writing.

E. Ability to read, interpret and explain a variety of construction-related and prevailing wage compliance procedures and policies.

F. Ability to use initiative and independent judgment within established policies and procedural guidelines and exercise discretion in the absence of specific instructions.

G. Ability to perform research, analyze and summarize data in both narrative and numerical form.

H. Ability to read, interpret and apply the laws and regulations related to auditing certified payroll documents.

I. Ability to train personnel in job-related related topics.

J. Use standard office equipment including microcomputers and related software applications.

6. Physical Abilities Requirements:

A. Ability to sit or stand for extended periods of time.

B. Fine dexterity of hands and fingers to operate a computer keyboard, calculator and other office equipment;

C. Ability to occasionally bend, stoop and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies, etc.

D. Ability to lift light objects weighing up to 20 pounds maximum with frequent lifting and or carrying of objects weighing up to 10 pounds.

E. Ability to hear and speak sufficiently to exchange information in person and by telephone.

F. Ability to see to read, prepare, and proofread documents for accuracy;

G. Ability to transport oneself to, from, and around the sites of projects, meetings and presentations.

H. Ability to move about construction sites with work in progress over rough and uneven terrain.

I. Ability to attend work on a regular basis.