

PLEASE POST CONSPICUOUSLY

September 4, 2007

TO: All City of Albany Departments & Divisions
SUBJECT: Notice of Job Opening –

Compliance Coordinator
Department of Administrative Services
Division of Equal Employment Opportunity

The **Department of Administrative Services – Division of Equal Employment Opportunity** has one (1) vacancy for the position of **Compliance Coordinator** at a rate of **\$50,498/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should forward a resume AND application to the Department of Administrative Services, City Hall, Room 301, Albany, NY 12207 no later than **Wednesday, September 19, 2007.**

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
WEDNESDAY, SEPTEMBER 19, 2007

An Equal Opportunity /Affirmative Action Employer

COMPLIANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for professional duties to plan, coordinate, and conduct analytical work related to the Minority Women Business Enterprise (MWBE) program and City, State and Federal labor compliance standards and regulations. Work involves planning, developing and overseeing implementation of programs, procedures, and policies to increase MWBE participation in the contracting process. The incumbent provides guidance to City departments in establishing and attaining goals and objectives of the MWBE program. Duties are performed under the oversight of the Commissioner of Administrative Services with latitude given to exercise independent judgment in carrying out details of the work.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Implements the City's Minority Business Enterprise (MBE) Ordinance;
- Develops and coordinates the MBE Development and Training Program;
- Coordinates ongoing contractor training with regard to compliance with the City's MBE Ordinance;
- Conducts MWBE forums to advise MWBE communities of upcoming new construction projects and procurement programs;
- Serves as a liaison between potential prime contractors and MWBE potential subcontractors and service providers;
- Examines and recommends construction trades and skill areas which are established as the most productive areas for competitive MWBE bidders;
- Reviews bid notices, time lines and other promotional efforts designed to increase awareness of projects to generate MWBE interest;
- Establishes and maintains an index of MWBE's to bid on various commodities/contracts;
- Prepares appropriate reports detailing the activity of the MWBE program;
- Represents department at internal and external meetings to clarify and discuss issues related to contract compliance, labor compliance, certification, or outreach programs;
- Prepares reports to include contract compliance reviews, wage underpay evaluations, and certification status correspondence;
- Advises and counsels management and procurement staff on complaints received regarding goal attainment and wage payment;
- Conducts internal and external training workshops to convey changes in regulations;
- Responds to public inquiries about upcoming procurement contracting opportunities and provides information as needed;
- Participates in bid evaluations to ensure contractor compliance with prevailing wage requirements;
- Monitors and audits contractor payroll to ensure compliance with labor wage requirements;
- Conducts investigative activity to resolve open worker complaints and other identified prevailing wage violations;
- Assists, coordinates and directs other activities and programs as assigned by the Commissioner of Administrative Services;
- May prepare grant proposals;
- Coordinates annual events;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- General knowledge of the City's Minority Business Development programs;
- General knowledge of Labor Laws regarding compliance;
- General knowledge of methods and procedures used in preparing bid specifications;
- General knowledge of the formal bid process;
- General knowledge of the activities, organization and practices of groups engaged in efforts to support minority-owned and/or women-owned businesses;
- General knowledge of procedures used in collecting and interpreting statistical and demographic data;
- General knowledge of the principles and organization of administration;
- Working knowledge of personal computers and office equipment;
- Ability to Travel to offsite locations within a reasonable timeframe;
- Ability to write grants, keep records and prepare reports;
- Ability to relate to the barriers encountered by minorities and other protected classes regarding fairness, equal opportunity and affirmative action;
- Ability to evaluate internal procedures;
- Ability to exercise independent judgement;
- Ability to maintain accurate records;
- Ability to prepare reports;
- Ability to understand and follow oral and written instructions;
- Ability to effectively express ideas orally and in writing;
- Ability to establish and maintain effective working relationships as necessitated by work assignments;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and one (1) year of experience in the area of program compliance, or economic development initiatives; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and three (3) years of experience as outlined in (A) above; **OR**
- C. Graduation from high school and seven (5) years of experience as outlined in (A) above; **OR**
- D. Any equivalent combination of training and experience as outlined by the limits of (A), (B) and (C) above.