

AKRON METROPOLITAN HOUSING AUTHORITY

Job Title: Labor Compliance Specialist
Reports to: Contracting Officer
Department: Construction
Date: April 2013
FLSA Status: Non-exempt

General Purpose:

Monitors contractors' compliance with federal, state, and other wage regulations. Documents and maintains records of violation. Notifies contractor of violations and actions required to correct problems. Attends all pre-bid and pre-construction conferences to answer any questions concerning prevailing rates and labor standards. Assist contractors in filling out EEO and Labor Standard Forms.

Essential Duties and Responsibilities:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- 40% Review payroll reports for accuracy and conduct employee interviews to determine if contractor is in compliance with federal or state regulations. This is done for all contracts and purchase orders, including those of the Purchasing Department. Collect wage restitution as needed.
- 10% Review federal, state and local compliance requirements and maintain records and documents regarding labor compliance. Maintain up-to-date knowledge of federal, state and local compliance requirements.
- 15% Prepare and mail correspondence on an as needed basis. Assist the Real Estate Development Manager with small and large projects. Receive and direct visitors to the department. Prepare reports, tables, spreadsheets and charts as required, and maintain department payroll records. Open and distribute mail on an as needed basis. Schedule meetings on an as needed basis. File documents.
- 10% Prepare finished specifications for distribution to prospective bidders and other departments.
- 5% Attend pre-bid and pre-construction conferences for all contracts issued from the Construction Department in order to accurately inform contractors of Labor Standards and EEO requirements. Take minutes of all meetings on an as needed basis.
- 5% Maintain compliance records.
- 5% Maintain minority business enterprise reports submitted to HUD semi-annually.
- 5% Perform wage and hour surveys for jobs not classified by HUD. Compile information and send to HUD for wage determination.
- 5% Miscellaneous
 - Maintain correspondence.
 - Other duties as assigned.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies:

Demonstrates in depth knowledge on regulations; provides excellent customer service; communicates with contractors and contractor’s employees; explains and answers questions regarding regulations, paperwork, and forms to be completed; demonstrates accuracy.

Minimum Qualifications, Education and Certifications:

High school diploma and two to three years clerical work experience required. Work experience in labor compliance preferred. Demonstrated proficiency with personal computers. Must have valid Ohio driver’s license in be insurable under AMHA.

Physical Requirements. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Physical demands may include kneeling, reaching, pushing, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking in construction sites, lifting up to 10 lbs. and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.

Working Conditions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

Office environment, working outdoors or in unheated buildings, and exposure to construction site hazards. Must be able to walk through construction sites and buildings under construction.

Employee Understanding:

The above job description was received, read and understood by me.

Employee’s signature

Date

Supervisor’s signature

Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.