

AKRON METROPOLITAN HOUSING AUTHORITY

Job Title: Labor Compliance Specialist
Reports to: Contracting Officer
Department: Construction
Date: April, 2002
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. Act as backup for Contracting Officer.

Essential Duties and Responsibilities:

- 45% 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.
- 10% Prepare and mail correspondence on a daily basis. Receive and direct visitors to the department. Prepare reports, tables, spreadsheets and charts as required, and maintain department payroll records. Open and distribute mail. Schedule meetings. File documents.
- 10% Prepare specifications for the Construction Department and other departments as requested.
- 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.
- 5% Maintain contract register and 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
 - Assists in updating budgets.
 - Maintains correspondence.
 - Other duties as assigned.

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.