



The San Diego Association of Governments invites applications for the position of:

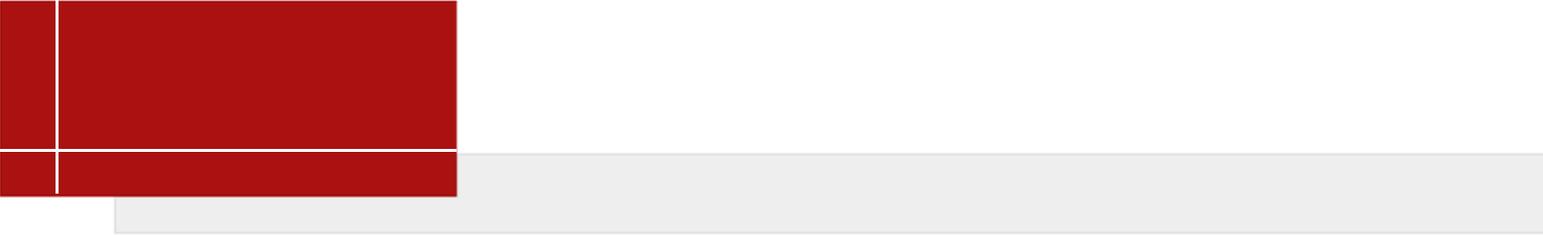
## labor compliance analyst

A job at SANDAG is guaranteed to stimulate your mind, expand your skills, and accelerate your professional development. We are committed to recruiting highly talented individuals who are dedicated to working on important issues and passionate about making significant contributions that impact the lives of people all around the region. We look for people that have extraordinary leadership and vision; people that drive change and produce results; people who take ownership of projects and never settle for "good enough!"

SANDAG values and rewards continuous improvement. We offer a fulfilling work environment that will challenge your capabilities. And it is a place where you can take ownership for the next steps in your career while being supported with opportunities, tools, and resources that will allow you to be successful.

**This position is Open until Filled**  
**The first review of applications will begin on Friday, May 26, 2017**  
**Expected start date: July/August 2017**





## **Diversity in Small Contractor Opportunities Program**

*SANDAG is frequently recognized for its innovative and successful approaches for increasing the participation of small and disadvantaged businesses in contracting opportunities with the agency. This is achieved through outreach and education to the business community and by coordinating with the agency's departments and project managers to facilitate diversity initiatives related to the procurement of goods and services.*

*As part of its responsibilities, the Small Business Development Program administers the agency-wide labor compliance program to ensure contractors are meeting the State of California and federal Davis Bacon Act prevailing wage requirements. SANDAG uses a web-based Labor Compliance Monitoring System (LCMS), which supports our commitment to maximize and report the required prevailing wage information for covered projects by providing efficient, easy to access information and reporting capabilities throughout the labor compliance reporting process.*

## **Labor Compliance Analyst Role**

As a member of the Small Business Development Program team, the Labor Compliance Analyst will play a large role in ensuring SANDAG projects are compliant with state and federal labor compliance requirements. The Analyst will monitor and maintain the online labor compliance system (LCP Tracker), facilitate the reporting of prevailing wages and other required documents, and provide up to date information on state and federal labor compliance regulations.

This is a Limited-Term employment opportunity and is expected to be funded through June 30, 2019. Limited-Term employees are considered to be "at-will" and receive many of the benefits of Regular employees.

## **Job Responsibilities**

This position is ideal for a labor compliance professional with an interest in furthering his/her expertise in a regional public agency setting. We anticipate significant career growth will occur while working on the types of duties and responsibilities described below and through mentoring and close collaboration with senior staff. Examples of primary responsibilities may include:

- Participate in the oversight, monitoring, and reporting functions related to the agency's Labor Compliance program; support agency compliance with federal and state requirements as a recipient of Federal Transit Administration (FTA), Federal Highway Administration (FHWA), State, and local funding.
- Monitor the online labor compliance system, LCP Tracker; monitor contractor compliance by collaborating with contractors, third party labor compliance consultants, and other firms to resolve payroll discrepancies.
- Facilitate the reporting of prevailing wages, fringe benefits, apprentice ratios, and resolution of employee wage violations using the LCP Tracker system; develop and maintain monthly utilization and progress reports.
- Provide technical guidance and assistance to project managers, consultants, and contractors using the LCP Tracker system; assist users with inputting information and respond to general questions about the system.
- Provide guidance to prime and subconsultants, contractors, and project managers on federal and state labor compliance rules and prevailing wage obligations; review contractor labor policies for compliance with federal and state regulations.
- Maintain current and complete electronic project files, as appropriate, containing all relevant labor compliance information; prepare for and provide information to comply with requests from auditors such as the Department of Labor (DOL) and Department of Industrial Relations (DIR), to ensure agency compliance with federal and state requirements.
- Collaborate with the Office of General Counsel to identify applicability of federal and state prevailing wage requirements; provide applicable prevailing wage rates for inclusion in contract solicitation documents.
- Track changes and updates to federal and state labor compliance and prevailing wage regulations and standards; apply changes/updates to the agency's labor compliance procedures and practices accordingly.
- Assist in the development of SANDAG labor compliance policies and procedures and coordinate the update of training manuals and guidelines; coordinate updates to forms and templates.
- Foster productive and collaborative working relationships with representatives from other agencies and SANDAG departments; coordinate with agencies to share information and best practices; respond to requests for information regarding program activities or requirements.
- Assist with the preparation of written, oral, and visual reports and recommendations to the Board of Directors, Policy Committees, member agencies, stakeholder committees, community groups, private organizations, and members of the public.

## Experience and Qualifications

Numerous factors contribute to an individual's ability to be successful in any given role. For this position, we are searching for a candidate with an aptitude for analytical thinking and problem solving who is responsive, organized, detail-oriented, and committed to providing professional, prompt, and accurate services while meeting numerous time-sensitive deadlines. Excellent communication and customer service skills, flexibility, the ability to work collaboratively and use sound judgment when working with contractors, consultants, and staff are important.

The minimum education, training, and experience qualifications include a bachelor's degree with major course work in public administration, business administration, or a related field, and one to four years of recent progressive career development related to labor compliance, program coordination and reporting, data analysis, and contract evaluation, preferably in a public agency environment.

The following information describes the specific types of career experiences that are most relevant to this position.

- Comprehensive understanding of federal and State of California regulations and guidelines pertinent to labor compliance, public contracting, payment of prevailing wages, and apprenticeship standards, including California Labor Codes, California Code of Regulations, Public Contract Codes, Davis Bacon and Related Acts, Code of Federal Regulations, etc.
- Demonstrated administrative experience related to a labor compliance program, preferably in a government or public agency setting; knowledge of employment practices in the construction industry is desirable.
- Experience participating in the review and verification of payroll records, benefit statements, employer training contributions, and apprenticeship paperwork to determine compliance with applicable rules and regulations.
- Knowledge of the monitoring and reporting requirements of a public agency labor compliance program; experience facilitating the reporting of prevailing wages, fringe benefits, and apprentice utilization and recommending follow-up actions when issues are found.
- Experience using LCP Tracker or another LCMS to review and approve certified payroll and payroll documents; ability to produce a variety of reports through the system.
- Experience providing technical guidance and assistance to project managers, consultants, and contractors; ability to clearly and concisely communicate technical information to staff of varying levels of expertise with the system.
- Experience with record keeping practices and procedures related to labor compliance; ability to ensure accurate hard copy and electronic file records maintenance and coordinate the preparation and coordination of file reviews during audits.
- Ability to research and interpret state and federal prevailing wage regulations, public contracting regulations, and prevailing wage determinations; make appropriate recommendations to both internal and external stakeholders on policy-related issues.
- Ability to assist in the development of policies, operating procedures, and implementation guidelines.
- Excellent customer service skills; demonstrated ability to establish and maintain cooperative working relationships with those contacted in the course of work; ability to maintain composure and a professional attitude when working under tight deadlines and with frequent interruptions.
- Exceptional time management and organizational skills and the ability to coordinate several concurrent projects in a fast-paced environment; ability to adapt to changing priorities, exercise good judgement, and work independently.
- Demonstrated computer software proficiency using various programs from the Microsoft Office Suite and other PC-based applications including Excel, Access, and Project.
- The selected candidate can anticipate a driving record check upon hire, and approximately annually thereafter. The results of the check may determine whether the selected candidate will be permitted to drive for SANDAG business.



## About SANDAG

SANDAG is one of the most recognized regional agencies in the nation with responsibilities that cover a broad range of complex, interrelated program areas connected by a quality of life theme. We are best known for our efforts related to transportation and this role continues to expand as we push beyond traditional boundaries to deliver a state-of-the-art transportation system for the region. In recent years, leadership in areas such as comprehensive land use and environmental planning, public safety, and modeling and data systems also have earned SANDAG much acclaim. With an employee group about 300 strong, we work for our Board of Directors - mayors, city council members, county supervisors, and other leaders representing the jurisdictions within the San Diego region and neighboring areas. They play the important role of making policy decisions that shape the future of the region. Our collaboration with stakeholders, partners, and the community, the precision of our data, the completeness of our reports and studies, and our sound recommendations are essential components of the regional decision-making process.

## Salary and Benefits

SANDAG rewards the efforts of its employees with a comprehensive compensation package. Competitive salaries are supplemented with a flexible offering of health, financial security, and time-off benefits to meet the work and life needs of employees and their families.

This Limited-Term Labor Compliance Analyst position will be filled at the I, II, or Associate level depending on the qualifications and experience of the selected candidate. Positions at the Analyst I and II level are considered entry-level with job duties primarily related to learning and supporting program activities. The annual salary ranges are: Analyst I - \$41,488 to \$69,037 per year; Analyst II - \$45,741 to \$76,113, per year; Associate Analyst - \$52,951 to \$88,100 per year.

Our benefits include traditional health, dental, and vision insurance as well as employee assistance, wellness, and work/life balance programs. Retirement and financial security benefits are provided through a pension plan and deferred compensation program. To support the need to rest and rejuvenate, employees are provided with a bank of paid time off in addition to paid holidays.

## How to Apply

We encourage all interested candidates to apply for this position by completing a SANDAG Employment Application form. Resumes, cover letters, and work samples may be submitted in addition to the Employment Application but are not a substitute for this document.

The Employment Application can be downloaded in PDF format from the SANDAG website. Alternatively, a copy can be requested by calling (619) 699-1900 or emailing [hr@sandag.org](mailto:hr@sandag.org). Completed applications and related materials can be submitted via email, fax, regular mail, courier, or delivered by hand. See our *Careers / How to Apply* webpage for additional information.

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In compliance with the Americans with Disabilities Act (ADA), SANDAG will accommodate persons who require assistance in order to apply for a position at SANDAG. Applicants requiring an accommodation due to a disability during any stage of the recruitment and selection process, including requesting this document and related application materials in an alternative format, should make their needs known by contacting Human Resources at (619) 699-1900, (619) 699-1904 (TTY), fax (619) 699-6905, or [hr@sandag.org](mailto:hr@sandag.org).

## Application Supplement

To help us further evaluate the skills and experience of individuals interested in this position, candidates are asked to respond to the Supplemental Questions below. The information can be up to 500 words and should be submitted with the Employment Application. This is considered a required component of the application; applications received without a response will be screened out of the selection process.

### Supplemental Questions

1. Describe why the Labor Compliance Analyst position is of interest to you.
2. What are the most important factors to consider when balancing customer service with adherence to applicable labor compliance laws and regulations?

## Candidate Selection and Notification

Following the first review date for applications, all candidates will receive written confirmation that their application was received. The hiring manager will begin reviewing and evaluating applications within a few days of the first review date. The best qualified candidates will be invited to continue in the selection process. All candidates will receive written notification as to the final outcome of their application.

## Further Information

The SANDAG website contains a wealth of information about our various project and program areas. The Careers section of the site lists all of our current Job Openings as well as information on how to apply for positions and Frequently Asked Questions about our recruitment process.

In compliance with the Immigration Reform and Control Act of 1986, applicants hired by SANDAG must show acceptable proof of identity and evidence of authorization to work in the United States.