

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED FEBRUARY 2006
RANGE: 40.5
CLASSIFIED
CODE: NONE

LABOR COMPLIANCE TECHNICIAN II

DEFINITION

The Labor Compliance Technician II will participate in the monitoring and investigating of contractor compliance to the provisions of the KCSOS Labor Compliance Program and assist with program-related training to community groups, potential contractors, and other interested parties.

The Labor Compliance Technician II will work as a third party representative on behalf of Kern County school districts, which are building or modernizing facilities using Proposition 47 and 55 funds.

EXAMPLES OF DUTIES

Act as liaison between KCSOS, construction management firms, contractors, governmental agencies, and other outside agencies regarding labor compliance laws;

verify contractors working on school district construction and modernization projects are in compliance with prevailing wage and state apprenticeship requirements;

maintain policies, procedures and regulations related to the KCSOS Labor Compliance Program;

act as a primary contact source for labor compliance projects with general contractors, prime contractors, payroll personnel and construction management firms;

receive and scrutinize certified payroll records and related documentation from contractors and subcontractors on construction projects using Prop 47 & 55 funds;

identify and verify public works prevailing wage rates with the California Department of Industrial Relations;

verify enrollment status of apprentices with the California Division of Apprentice Standards;

assist with the preparation of documents for KCSOS staff counsel for litigation and mediation hearings;

assist with correspondence between contracted districts and attorneys, trade associations, government officials, and labor leaders;

develop and send written notices regarding non-compliance and follow-up written notices with further written and verbal communications;

prepare monthly progress reports;

develop, maintain and monitor files on a project-by-project basis.

QUALIFICATIONS

Knowledge of:

Knowledge of district construction bidding, award, protest and department procedures;

construction safety regulations;

State Labor Commission practices and procedures;

state regulations regarding labor compliance programs;

Public Works contracts process;

employment practices in the construction industry;

federal and state laws, regulations, and guidelines pertinent to prevailing wage requirements in public works;

research and investigative procedures.

Ability to:

Ability to communicate effectively with individuals and groups of diverse interests and social, ethnic and business backgrounds;

exercise initiative and good judgment under pressure;

understand and follow work rules and instructions;

interact with coworkers and others harmoniously and cooperatively;

work effectively in an independent manner;

be proficient in computer usage, including spreadsheet and word processing software programs;

learn, interpret, and apply legal mandates, policies, rules and regulations;

maintain security of sensitive, confidential and privileged information.

Experience:

Three (3) years of experience related to construction, contract compliance or procurement practices, and two (2) years of responsible and varied secretarial and clerical experience.

Education:

Education equivalent to a high school diploma.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

Continuation of this position is contingent upon available funding.

TS: gs

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