NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 08
Fiscal Year: 2015/2016
Posted Date: 07/22/2015
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2978</td>
<td>Contract Compliance Officer II</td>
</tr>
</tbody>
</table>

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Class and Comp Unit
    DHR – Client Services Unit
    DHR – Employee Relations Unit
    DHR – Recruitment and Assessment Unit
    DHR – Client Services Support Services
    Micki Callahan, DHR
    Michael Brown, CSC
    Sandra Eng, CSC
    Maria Newport, SFERS
    Risa Sandler, Controller/Budget Division
    Devin Macaulay, Controller/ Budget Division
    Theresa Kao, Controller/ Budget Division
    Drew Murrell, Controller/ Budget Division
    Alex Koskinen, Controller/ Budget Division
    E-File
Title: Contract Compliance Officer II  
Job Code: 2978

INTRODUCTION

Subject to administrative approval, Under general direction, plans, develops, directs, and administers coordinates the contract and ordinance compliance programs and activities related to the City and County of San Francisco’s contracting process and employment laws of general application to ensure compliance with city, state and federal requirements. Affirmative Action, Minority Business Enterprise, and Equal Employment programs of the Public Utilities Commission; advises the Commission on compliance with equal employment laws, regulations, policies and procedures; directs the activities of subordinate staff and performs related duties as required.

DISTINGUISHING FEATURES

The employee in this single position classification reports directly to the General Manager of the Public Utilities Commission and is responsible for the overall administration of the Commission’s Affirmative Action, Minority Business Enterprise, and Equal Employment programs. This class position is distinguished from positions in class 2992 Contract Compliance Officer I in that it is responsible for supervision of employees in the latter classification and for direction of all equal opportunity programs of the Public Utilities Commission.

SUPERVISION EXERCISED

Supervises subordinate staff including Contract Compliance Officers I.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Administers the department’s contract compliance Affirmative Action, Minority Business Enterprise and Equal Employment programs and coordinates and monitors the department’s mandates related to such programs of the Public Utilities Commission; supervises the activities of subordinate staff assigned to these programs.

2. Develops procedures to insure compliance with all Public Utilities contract provisions which promote equal opportunity employment.

3. Provides direction to department managers in the implementation of equal employment laws, executive orders, regulations and procedures.

4. Establishes and maintains a minority business “out reach” program in order to provide minorities with equal opportunities in the allocation of City business contracts.

5. Directs the review and monitoring of the contract compliance program to insure that equal opportunity objectives are achieved; directs the investigation of complaints alleging violations of equal employment objectives.
Title: Contract Compliance Officer II
Job Code: 2978

63. As directed by the General Manager of the Public Utilities Commission, represents the department at meetings with various stakeholders including minority groups, unions, employers, human relations organizations and related public and private agencies concerned with advancing affirmative action goals; makes presentations and represents the department at meetings, as needed, reports to the Public Utilities Commission on equal employment program development and contract compliance.

74. Interprets and applies Federal, State and Local labor standards, workforce development policies, contracts and equal benefit equal employment laws, rules and regulations as they relate to departmental policies and procedures; evaluates these requirements and implements changes in departmental programs as needed.

85. Provides technical assistance to individual contractors or employers. Directs the planning and conducting of seminars and training programs to instruct the minority business community in contracting practices and procedures.

96. Directs the preparation of a variety of records. Prepares and submits reports pertaining to State, Federal and local regulations for equal employment opportunity.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires considerable knowledge of: Employment and labor practices and administration conditions in San Francisco and the Bay Area; urban mass transportation administration regulations; basic statistics; and contracting procedures the codes, statutes and laws related to equal employment opportunities; and the principles and practices of affirmative action administration.

Requires ability and skill to: Interpret and apply laws, rules and regulations relating to affirmative action; plan, organize and direct programs with department managers, union representatives and members of the minority business community; plan, coordinate, assign, and direct the work of other employees; establish effective working relationships with personnel at all levels and the general public; minority groups; communicate effectively orally and in writing; and collect, synthesize and analyze information to prepare clear and concise reports; and speak effectively before groups of people.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Possession Requires completion of a four year baccalaureate degree from an accredited college or university with a baccalaureate degree, preferably supplemented by one year of graduate study, with major coursework in industrial relations, or the social sciences, or a related field.
Title: Contract Compliance Officer II
Job Code: 2978

Experience:

Requires seven (6) years of verifiable progressively responsible experience in intergroup work, industrial relations or employment-related positions, at least two years of which must have involved the supervision of an affirmative action or minority business enterprise program, or an equivalent combination of training and experience reviewing, monitoring, and developing contract or other compliance programs involving contracts, ordinances or vendors. Such experience must have included direct participation in:

a) Providing technical direction on procurement, negotiation, and contract bidding procedures to ensure compliance with all contract requirements; OR

b) Promoting equal opportunity, affirmative action and non-discrimination objectives; OR

c) Monitoring and enforcing prevailing wage, wage and hour laws, or labor standards; OR

d) Construction contracts or construction management experience in monitoring and enforcing prevailing wage, wage and hour laws, or labor standards; OR

e) Public policy or program development related to health care coverage/access or family work-life balance

License and Certification:

Substitution:

Additional experience as described above may be substituted for the required degree on a year-for-year basis. Thirty (30) semester or forty-five (45) quarter units equal one (1) year.

Possession of a Master’s degree in industrial relations, the social sciences, or a related field or a Juris Doctorate may substitute for one (1) year of the required experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: No normal lines of promotion

From: 2992 Employment Contract Compliance Officer I

ORIGINATION DATE: 6/5/1978

AMENDED DATE: 7/xx/2015
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Contract Compliance Officer II
Job Code: 2978

REASON FOR AMENDMENT
To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S):
COMMN, SFMTA