NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: July 30, 2015
Re: Notice of Proposed Classification Actions –Final Notice No.8 FY 15/16 (copy attached).

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective July 30, 2015.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Manager
Human Resources

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
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>
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<tbody>
<tr>
<td>1</td>
<td>2978</td>
<td>Contract Compliance Officer II</td>
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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.


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INTRODUCTION

Under general direction, plans, develops, and administers 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.

DISTINGUISHING FEATURES

This class is distinguished from class 2992 Contract Compliance Officer I in that it is responsible for supervision of employees in the latter classification.

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 programs and coordinates and monitors the department’s mandates related to such programs; supervises the activities of subordinate staff.

2. Investigates complaints.

3. Coordinates and directs meetings with various stakeholders including minority groups, unions, employers, and related public and private agencies; makes presentations and represents the department at meetings, as needed.

4. Interprets and applies Federal, State and Local labor standards, workforce development policies, contracts and equal benefit laws, rules and regulations.

5. Provides technical assistance to individual contractors or employers.

6. Prepares and submits reports.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires considerable knowledge of: Employment and labor practices and administration; basic statistics; and contracting procedures.

Requires ability and skill to: Interpret and apply laws, rules and regulations; plan, coordinate, and direct the work of other employees; establish effective working relationships with personnel at all levels and the general public; communicate effectively orally and in writing; and collect, synthesize and analyze.
Title: Contract Compliance Officer II  
Job Code: 2978

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 of a baccalaureate degree from an accredited college or university with major coursework in industrial relations, social sciences, or a related field.

Experience:

Six (6) years of verifiable 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
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Contract Compliance Officer II
Job Code: 2978

PROMOTIVE LINES

To: No normal lines of promotion

From: 2992 Employment Contract Compliance Officer I

ORIGINATION DATE: 6/5/1978

AMENDED DATE: 7/30/2015

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