

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: August 16, 2017

Re: **Notice of Proposed Classification Actions –Final Notice No. 06 FY 17/18 (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 August 16, 2017.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to read "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Director
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 Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, 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: 06
Fiscal Year: 2017/2018
Posted Date: 08/08/2017
Reposted Date: N/A

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

Item #	Job Code	Title
1	2992	Contract Compliance Officer I
2	2978	Contract Compliance Officer II

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 Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@sfgov.org.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Contract Compliance Officer I
Job Code: 2992**

DEFINITION

Under general supervision, administers programs of compliance with labor laws, workforce policies, and equal opportunity/affirmative action in contracting. This is the full journey level class in the Contract Compliance series.

DISTINGUISHING FEATURES

Class 2992 Contract Compliance Officer I is distinguished from 2978 Contract Compliance Officer II in that the latter is responsible for supervision of employees.

SUPERVISION EXERCISED

EXAMPLES OF 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. Investigates and resolves formal complaints and all circumstances of alleged discrimination, potential labor law violations, or non-compliance by parties to city requirements and recommends procedures to insure compliance to all contract provisions which promote equal employment opportunity objectives and support workforce development goals in all departmental programs and activities; interprets relevant laws and legislation and negotiates settlements of claims within prescribed guidelines.
2. Advises department managers and/or serves as subject matter experts at hearings involving implementation of laws, executive orders, regulations and procedures pertaining to equal opportunity wage, labor, workforce and local/small business program enforcement. .
3. Partners with city agencies and other stakeholders to promote assigned program; maintains liaison with minority groups, human relations organizations and related public and private organizations concerned with advancing equal opportunity/affirmative action in contracting objectives, labor, and workforce requirements; interprets potentials and limitations of program and policies and keeps management advised regarding equal employment opportunities, workforce development requirements and matters as related to contracts.
4. Develops program techniques and criteria and provides the methods of achieving equal employment opportunity/affirmative action in contracting objectives in contracts, labor laws, and workforce development policies; disseminates and implements equal opportunity policy statements; directs preparation of related correspondence and reports.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Contract Compliance Officer I
Job Code: 2992**

5. Reviews and monitors contract developments and selection processes to ensure achieving equal employment opportunity/affirmative action in contracting objectives, enforcement of labor laws and workforce development policies; conducts physical on-site inspection of employment practices of contracts to clarify misunderstandings.

6. Attends meetings of human rights, community and equal opportunity groups, advisory councils, City, State and Federal agencies and commissions, and others involved in fair employment, labor, workforce development and equal opportunity practices; arranges meetings and conferences for pre-bid and pre-award consideration of contract provisions pertaining to equal employment opportunity.

7. Prepares instructions for distribution to department managers on equal employment opportunity/affirmative action in contracting, labor laws, and/or workforce development activities as related to contract compliance. Directs preparation of, approves, and signs a variety of related correspondence, documents and reports.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Workforce, labor practices and/or disadvantaged business conditions in San Francisco and the Bay Area; the codes, statutes and laws related to equal employment opportunities; and the problems and methods of intergroup relations work.

Ability and Skill to: Plan, organize, oversee and promote programs with employers and trade union representatives; develop constructive relationships with minority group members; utilize computers to create reports and correspondence; speaking, writing and the planning and implementation of programs involving public engagement.

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 coursework in industrial relations, social sciences or related field.

Experience:

Two (2) years of experience reviewing, monitoring and developing contract or other compliance programs involving contracts, ordinances or vendors. Such experience must have included :

- a) Providing technical direction on procurement, negotiation, and contract bidding procedures to

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Contract Compliance Officer I
Job Code: 2992**

ensure compliance with all contract requirements; OR

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

f) Reviewing, monitoring and enforcing workforce development policies.

License and Certification:

Substitution:

Education Substitution - Additional experience as described above may substitute for the required degree on a year-for-year basis. One (1) year of experience will be considered equivalent to thirty (30) semester or forty-five (45) quarter units.

Education Substitution - Completion of a State of California approved building trades apprenticeship program may substitute for two (2) years of the required degree.

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

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 2978 Contract Compliance Officer II

ORIGINATION DATE: 8/31/1967

AMENDED DATE: 2/4/1980; 8/19/09; 8/16/2017

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFMTA

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Contract Compliance Officer II
Job Code: 2978**

DEFINITION

Under 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

Class 2978 Contract Compliance Officer II is distinguished from class 2992 Contract Compliance Officer I in that the prior is responsible for supervision of employees.

SUPERVISION EXERCISED

Supervises subordinate staff including 2978 Contract Compliance Officer I.

EXAMPLES OF 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 concerning the mandates on labor standards, workforce development, contracts and equal benefits.
2. Coordinates and monitors the department's mandates related to compliance programs.
3. Investigates formal and informal complaints of non-compliance, potential labor law violations or alleged discrimination.
4. Coordinates and directs meetings with various stakeholders including minority groups, unions, employers and related public and private agencies, familiarizing them with the current guidelines, rules and regulations.
5. Interprets and applies Federal, State and Local labor standards, workforce development policies, contracts or equal benefit laws, rules and regulations.
6. Provides technical assistance to individual contractors or employers on labor standards, workforce development, contracts and equal benefits.
7. Prepares and submits reports on the status of contractor's or employers' compliance with the department's various mandated programs.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Employment and labor practices and administration; basic statistics; and contracting procedures.

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,

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Contract Compliance Officer II
Job Code: 2978**

synthesize and analyze.

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 experience reviewing, monitoring, and developing contract or other compliance programs involving contracts, ordinances or vendors. Such experience must have included :

- 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 in contracting; 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; OR
- f) Reviewing, monitoring and enforcing workforce development policies.

License and Certification:

Substitution:

Education Substitution - Additional experience as described above may substitute for the required degree on a year-for-year basis. One (1) year of experience will be considered equivalent to thirty (30) semester or forty-five (45) quarter units.

Education Substitution - Completion of a State of California approved building trades apprenticeship program may substitute for two (2) years of the required professional degree.

Experience Substitution - Possession of a Master's degree in industrial relations, 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

From: 2992 Employment Contract Compliance Officer I

ORIGINATION DATE: 6/5/1978

AMENDED DATE: 7/30/2015; 8/16/2017

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFMTA