

**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](mailto: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](mailto: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  
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

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Contract Compliance Officer I  
Job Code: 2992

DEFINITION

Under general direction supervision, administers a programs of compliance with labor laws, workforce policies, and equal opportunity/affirmative action in contracting. *This is the full journey level class in the Employment Contract Compliance series.* regulations and policies on the part of all contractors, subcontractors and concessionaires who have contracts or agreements to render any personal services or to supply products to departments or users of facilities under the jurisdiction of a City department, commission or agency; assures effective and timely compliance to these laws and regulations, policies and procedures through appraisals, evaluations, inspections and investigations, meetings and conferences; represents management at conferences and hearings; recommends appropriate action to effect voluntary compliance through persuasion and education; and performs related duties as required.

DISTINGUISHING FEATURES

*This is the full journey level class in the Employment Contract Compliance series.* Individuals in this class 2992 Contract Compliance Officer I is distinguished from work under the direction of a 2978 Contract Compliance Officer II in administering and coordinating Affirmative Action, Minority Business Enterprise or equal employment programs 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 agreements city requirements and recommends procedures to insure compliance to all contract provisions which promote equal employment opportunity objectives and support workforce development goals in is 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

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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 ~~affirmative action~~ for 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.

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, ~~and documents~~ and reports.

#### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: ~~employment and~~ Workforce, labor practices and ~~/or minority~~ 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, ~~supervise~~ oversee and promote programs with employers and trade union representatives; ~~assign and supervise work;~~ and develop constructive relationships with minority group members; utilize computers to create reports and correspondence; speaking, writing and the planning and implementation of programs involving groups of people public engagement.

#### MINIMUM QUALIFICATIONS

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*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:

~~1) Possession of an Associate of Arts degree from an accredited college or university AND~~

Experience:

~~a. four (4) years of verifiable experience reviewing, monitoring and developing complex contract compliance programs. Such experience must have included direct participation in promoting equal opportunity and nondiscrimination objectives in a contract compliance and/or anti-discrimination program; OR~~

~~b. four (4) years of verifiable professional level experience in labor relations, enforcing prevailing wage or minimum wage laws and regulations, enforcing labor standards in low wage industries, investigating and resolving complaints regarding violation of labor laws and regulations, administering health care policy and/or programs for the uninsured or conducting hearing of labor disputes; OR~~

~~2) Possession of a Baccalaureate Degree from an accredited college or university with course work study in industrial relations, the social sciences or related field\_s AND~~

Experience:

~~a. Two (2) 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 in a contracting compliance and/or anti-discrimination program; OR**~~

~~**b. two (2) years of verifiable professional level experience in labor relations; **c) Monitoring and enforcing prevailing wage, or minimum wage laws and regulations **hour laws**, enforcing or labor standards in low wage industries, investigating and resolving complaints regarding violation of labor laws and regulations, **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 administering health care **coverage/ access or family work-life balance** policy and/or programs for the uninsured or conducting hearing of labor disputes; OR**~~

~~**f) Reviewing, monitoring and enforcing workforce development policies.**~~

~~3) Possession of a Master's Degree in a related field or a Juris Doctorate Degree AND~~

~~a. one (1) year of verifiable experience reviewing, monitoring and developing contract~~

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~~compliance programs. Such experience must have included direct participation in promoting equal opportunity and nondiscrimination objectives in a contract compliance and/or anti-discrimination program; OR~~

~~b. one (1) year of verifiable professional level experience in labor relations, enforcing prevailing wage or minimum wage laws and regulations, enforcing labor standards in low wage industries, investigating and resolving complaints regarding violation of labor laws and regulations, administering health care policy and/or programs for the uninsured or conducting hearing of labor disputes.~~

License and Certification:

Substitution:

**Education Substitution** - Additional qualifying experience as described in the Minimum Qualifications above may substitute for the educational requirement **required degree** on a year-for-year basis. One (1) year **of experience will be considered** is equivalent to **thirty (30)** semester **for 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/XX/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 ~~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 ~~e~~Class **2978 Contract Compliance Officer II** is distinguished from class 2992 Contract Compliance Officer I in that it ~~is~~ **the prior** is responsible for supervision of employees in the latter classification.

**SUPERVISION EXERCISED**

Supervises subordinate staff including **2978** Contract Compliance Officers 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 ~~and~~ **concerning the mandates on labor standards, workforce development, contracts and equal benefits.**
2. ~~e~~Coordinates and monitors the department's mandates related to such ~~such~~ **compliance** programs; ~~supervises the activities of subordinate staff.~~
23. Investigates **formal and informal** complaints **of non-compliance, potential labor law violations or alleged discrimination.**
34. 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~~ **familiarizing them with the current guidelines, rules and regulations.**
45. Interprets and applies Federal, State and Local labor standards, workforce development policies, contracts ~~and~~ **or** equal benefit laws, rules and regulations.
56. Provides technical assistance to individual contractors or employers **on labor standards, workforce development, contracts and equal benefits.**
67. 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.

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**Title: Contract Compliance Officer II  
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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.

**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 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 be substituted 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 ~~equal one (1) year.~~

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

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**Experience Substitution** - 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:** 7/30/2015; 8/XX/2017

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

**BUSINESS UNIT(S):** COMMN SFMTA