



City of Tempe

CONTRACT COMPLIANCE ANALYST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	322	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Engineering & Transportation	<i>Salary / Hourly Minimum:</i>	\$65,847
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$88,893
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Accountant
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from the Engineering Services Manager or other Senior Management Staff.
 May exercise functional direction to lower level professional, para-professional, technical and/or administrative assistant staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of experience in at least one of the following: municipal construction contract compliance, federal compliance construction practices, telecommunications and other franchise or license agreements, or Federal labor standards (Davis Bacon and Related Acts).
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration; administrative, regulatory, or contract law; public administration; or a degree related to the core functions of this position.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of complex and highly responsible professional duties involved in comprehensive contract compliance and operational audits of companies doing business with the City through the Capital Improvement Program, Telecommunications and Utility contractual agreements, and Utility franchise agreements.

Work involves evaluating and monitoring the effectiveness of internal controls, interpreting statutory regulations, detecting significant irregularities and formulating recommendations to improve procedures and compliance activities. To ensure the City's continued eligibility to receive local, state, and federal assistance for capital improvement projects through interaction with contractors, City staff, and federal, state, and local funding agency officials. Additionally, to ensure fee collection for placement of telecommunication services in the rights-of-way; ensure compliance with all elements of telecommunication and utility license agreements and utility franchise agreements; establish a working knowledge of existing telecommunication and utility companies infrastructure within the City's rights-of-way; and ensure compliance with route expansion, small cell placement, mapping requirements, insurance coverage, and citizen service.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Review the work products of others to ensure compliance with standard operating procedures; with regulations for federal, state, and county grants and contracts; and, with City policies, management directives, and departmental guidelines;
- Review current contracts with telecommunication companies to ensure all contractual requirements are met;
- Monitor work practices and results on federally-funded capital projects to determine compliance with City policies, contract specifications, and federal, state, and local law;
- Conduct regulatory compliance training sessions for internal and external customers;
- Research, interpret and enforce various sources of regulatory documentation pertaining to administrative law, labor issues, and the telecommunication industry;
- Assist in policy level coordination, advisory and other tasks relating to contract compliance;
- Attend pre-bid/construction meetings for federally-funded capital projects to inform contractors of their labor obligations;
- Develop billing process for federal reimbursement;
- Utilize software to prepare billings and check permits for utility and telecommunication companies;
- Assist with the tracking and archiving of the license renewal of telecommunication and utility companies;
- Assist in resolution of procurement process issues, wage and salary disputes and related matters in federally-funded capital projects, and recommend appropriate action;
- Notify telecommunication companies or prime contractors for federally-funded capital projects of violations/infractions and request corrective action to be taken;
- Notify telecommunication and utility companies of temporary line fees and penalties;

- Research State legislation regarding telecommunications in the City's right of way;
- Maintain effective business relations with cable service, telecommunications, and utility companies;
- Review bid specifications to determine scope of work and ensures appropriate wage determination(s) and federal language are incorporated prior to contract award;
- Prepare periodic reports to management, client departments, funding agencies and department of labor on the status of contractor compliance in meeting reporting and schedule deadlines, payroll submissions, wage law compliance and related matters pertaining to contractual obligations;
- Advises management and contractors on Federal and State regulations;
- Develops and implements programs and procedures to ensure contract compliance and encourage minority business participation in Engineering and related construction contracts;
- Participate in the planning and implementation of a contract compliance program for the City of Tempe;
- Research and aid in the resolution of contract issues;
- Recommend and implement goals and objectives for special programs, projects and systems; participate in department or division short and long-term planning; establish schedules and methods of program operations; supervise the implementation of policies and procedures;
- Draft and review contract provisions;
- Coordinate and perform extensive research for special projects; collect information on operational and administrative problems and perform comprehensive analysis; synthesize information and make recommendations on policy issues; prepare comprehensive administrative operational and statistical reports or manuals for use internal and/or external organizations;
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
- Maintain files and contract databases;
- Perform related duties as assigned;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Operate city vehicles (i.e. autos and trucks for transportation to meetings and job sites);
- Climb stairway, ladders, and work on elevated structures (climb ordinary building stairways and step stools to reach high shelves in office);
- Traverse uneven surfaces (occasionally necessary to be traversing construction sites for interviews and compliance assessments);
- Work in a stationary position for considerable periods of time (flexible weather sitting or standing (use of Veradesk) – amount of consistent time is dependent upon individual);
- Operates computers, calculators, and other office machines (primary use of a computer and calculator used for reports, compliance tracking, etc.);

- Extensive reading and close vision work (reading and close vision work usually is focused on the review of certified payroll and the review of current policies/procedures from federal agencies; the time varies based upon how many federal projects we are involved with);
- Work out-of-doors in inclement weather (may have to visit a construction site on a bad weather day, but not usual; it can be rescheduled);
- Exposure to heat, cold, dampness, dust pollen, odors, fumes, etc. (when visiting construction sites for compliance reviews);
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc. (when visiting construction sites for compliance reviews);
- May work alone for extended periods of time;
- Other physical attributes essential to the classification (i.e adequate eye sight and hearing).

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective October 2006

Revised July 2011(title change only)

Revised September 2013(update job duties and min quals)

Revised November 2016 (update physical and/or mental activities)

Revised August 2017 (update physical and/or mental activities)

Revised September 2018 (update min qualifications, essential job functions, and job duties)

Revised March 2019 (PW Reorg – moved to Engineering & Transportation Department)