

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Contract Compliance Officer

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
C	4	2	Exempt	Purchasing	Procurement and Contract Director

CLASS SUMMARY:

This position is responsible for managing the compliance function of assigned areas. Responsibilities may include drafting contracts; monitoring compliance with regulations; and preparing reports.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Drafts contracts in accordance with federal, state, local, and other regulations and policies.
2.	Instructs contractors in maintaining compliance with Davis Bacon, Section 3, and related regulations; resolves noncompliance issues.
3.	Monitors assigned operations to ensure compliance with related regulations.
4.	Investigates wage complaints, including: conducting research to identify underpayments; reviewing payroll for errors; and preparing reports outlining findings.
5.	Prepares related reports in accordance with reporting requirements.
6.	Reviews and approves estimates and invoices to ensure compliance with funding requirements.
7.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

Bachelor's degree in Business or related field; 4-6 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- None

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Applicable federal, state, and local laws, rules, and regulations;
- Computers and related software;
- Contract requirements;
- Department operations;
- Methods of preparing reports.

SKILLS (position requirements at entry):

Skill in:

- Using computers and related software;
- Drafting contracts;
- Resolving noncompliance issues;
- Preparing reports;
- Interpreting laws, rules, and regulations;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

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Independent Judgment/Decision Making/Problem Solving:

Performs duties within scope of general authority policies procedures, and objectives. Analyzes problems and performs needs assessments. Uses judgment in adapting broad guidelines to achieve desired results. Regular exercise of independent judgment within accepted practices. Makes recommendations that affect policies, procedures, and practices. Refers exceptions to policy and procedures to the supervisor.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR