

## **COMPLIANCE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for professional duties to plan, coordinate, and conduct analytical work related to the Minority- and Women Business Enterprise (M/WBE) program and City, State and Federal labor compliance standards and regulations. Work involves planning, developing and overseeing implementation of programs, procedures, and policies to increase MWBE participation in the contracting process. The incumbent provides guidance to City departments in establishing and attaining goals and objectives of the MWBE program. Duties are performed under the oversight of the Director of Purchasing and M/WBE Program with latitude given to exercise independent judgment in carrying out details of the work.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Implements the City's Minority Business Enterprise (M/WBE) Ordinance;
- Develops and coordinates the M/WBE Development and Training Program;
- Coordinates ongoing contractor training with regard to compliance with the City's M/WBE Ordinance;
- Conducts M/WBE forums to advise M/WBE communities of upcoming new construction projects and procurement programs;
- Serves as a liaison between potential prime contractors and M/WBE potential subcontractors and service providers;
- Reviews bid notices, timelines and other promotional efforts designed to increase awareness of projects to generate M/WBE interest;
- Assists in the receipt, investigation and resolution of complaints alleging violation of M/WBE development and employment practices in accordance with federal, state and local laws pertaining to equitable minority business development;
- Establishes and maintains listing of M/WBE's to bid on various commodities/contracts;
- Participates in internal and external meetings to clarify and discuss issues related to contract compliance, labor compliance, certification, or outreach programs;
- Collects data and prepares reports to include contract compliance reviews, wage underpay evaluations, and certification status correspondence;
- Advises and counsels management and procurement staff on complaints received regarding goal attainment and wage payment;
- Conducts internal and external training workshops to convey changes in regulations;
- Responds to public inquiries about upcoming procurement contracting opportunities and provides information as needed;
- Participates in bid evaluations to ensure contractor compliance;
- Assists, coordinates and directs other activities and programs as assigned by the Director of Purchasing and M/WBE Program;
- Coordinates events;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- General knowledge of the City's Minority Business Development programs;
- General knowledge of Labor Laws regarding compliance;

- General knowledge of methods and procedures used in preparing bid specifications;
- General knowledge of the formal bid process;
- General knowledge of the activities, organization and practices of groups engaged in efforts to support minority-owned and/or women-owned businesses;
- General knowledge of procedures used in collecting and interpreting statistical and demographic data;
- General knowledge of the principles and organization of administration;
- Working knowledge of personal computers and office equipment;
- Ability to Travel to offsite locations within a reasonable timeframe;
- Ability to keep records and prepare reports;
- Ability to relate to the barriers encountered by minorities and other protected classes regarding fairness, equal opportunity and affirmative action;
- Ability to evaluate internal procedures;
- Ability to exercise independent judgement;
- Ability to maintain accurate records;
- Ability to prepare reports;
- Ability to understand and follow oral and written instructions;
- Ability to effectively express ideas orally and in writing;
- Ability to establish and maintain effective working relationships as necessitated by work assignments;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and one (1) year of experience in the area of program compliance, contract compliance, construction supervision, contract review, affirmative action, minority and women business enterprises or economic development initiatives; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and three (3) years of experience as outlined in (A) above; **OR**
- C. Graduation from high school and five (5) years of experience as outlined in (A) above; **OR**
- D. Any equivalent combination of training and experience as outlined by the limits of (A), (B) and (C) above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Issued: 8/29/07  
Revised: 10/31/18  
02/25/26