

COMPLIANCE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a technical staff position. Under the direct supervision of the Director, the incumbent in this position is responsible for all phases of enforcing and monitoring federal, state and local policies and procedures that relate to ensuring nondiscrimination in contracting and procurement. The incumbent in this position would also assist in various initiatives that promote equal opportunity in employment, housing and public accommodations in the City of Albany. This position may further entail investigating complaints of discrimination. Supervision is not normally a responsibility of this class.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists and advises private contractors and vendors doing business with the City regarding affirmative action requirements;
- Assists in the receipt, investigation and resolution of complaints alleging violation of minority business development and employment practices in accordance with the federal, state and local laws pertaining to private employment practices and equitable minority business development;
- Advises the Director concerning issues regarding implementation of Section 3, Affirmative Action and Federal Wage Rate compliance and makes recommendations for actions in connection therewith;
- Assists in the preparation of periodic reports for federal, state and local agencies;
- Promotes the City Affirmative Action plan, Section 3 plan and Fair Housing standards through attendance at meetings, conferences and related functions held by various public, private and civic organizations;
- Collects data and prepares reports on the City's minority contractor participation rates using an automated information system and makes recommendations on ways to enhance participation;
- Prepares reports and maintains files, as requested;
- Does related work as required.

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

- Working knowledge of federal and state mandates and laws relating to equal employment opportunity and affirmative action dealing with employment in the public sector in New York State;
- Working knowledge of federal, state and local mandates and laws relating to fair housing practices and standards;
- Working knowledge or procedures used in collecting and interpreting statistical and demographic data related to affirmative action;

SEE REVERSE SIDE

- Ability to investigate complaints regarding violation of federal Davis-Bacon Wage Rates;
- Ability to establish amiable relations with persons from a variety of fields and with a broad range of socio-economic backgrounds;
- Ability to understand and interpret complex written material including, but not limited to, laws and regulations relating to Affirmative Action, Section 3 and Federal Labor Law;
- Ability to make arithmetic computations accurately;
- Ability to understand complex oral and written instructions;
- Ability to establish and maintain good working relations with others;
- Sensitivity to the problems of minorities and protected classes related to affirmative action and equal employment opportunity;
- Ability to keep records and prepare reports;
- Familiarity with personal computers, specifically word processing, database management, spreadsheets;
- Resourcefulness;
- Courtesy;
- Initiative;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) 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 in social services, human resources, one of the social sciences or labor relations and six (6) months of experience in human resources, equal employment opportunity, construction or engineering; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years experience in human resources, equal employment opportunity, construction or engineering; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above. Completion of two (2) years of study at an accredited four-year college or university in the field defined by (A) is an acceptable substitute.

SPECIAL REQUIREMENTS:

A valid New York State driver's license is required at the time of appointment.

Revised: 9/21/88
 10/6/00
 2/01