



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting resumes for the position of

CONTRACT COMPLIANCE OFFICER

Salary: \$65,000 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, a cover letter and three (3) references, to the Civil Service Commission office, 45 Lyon Terrace, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Resumes must be submitted or postmarked no later than Friday, February 20, 2015.

GENERAL STATEMENT OF DUTIES:

Full responsibility for day-to-day contract compliance operations as may be required to implement, monitor and enforce City, State and Federal equal opportunity employment/affirmative action and labor standards mandates and requirements.

This position reports to the Purchasing Agent of the City of Bridgeport.

ESSENTIAL FUNCTIONS:

- The position shall effectively administer, monitor and enforce all rules and regulations governed by the City's Minority Business Enterprise Program, the City Ordinance Section 102-1 through 102-14, and Section 3.08.120, 312.010 through 3.12.120, et seq (an ordinance to ensure Equal Employment Opportunities by Contractors and Suppliers doing business with the City, or as they may be amended), to ensure the provisions of equal employment opportunities and affirmative action by physical development contractors and suppliers doing business with the City.
- To issue and develop with the approval of the City Council, such rules, regulations and orders as necessary for carrying out and implementing the aforementioned public policy.
- To provide the Office of Planning and Economic Development with services including reporting and tracking to all appropriate authorizes in order to implement and monitor compliance-related obligations associated with HUD funding including but not limited to the Housing and Community Development Act of 1974 and the Cranston-Gonzalez National Affordable Housing Act, as amended.
- To provide all City Agencies with compliance-related technical assistance as may be required to carry out state and federal mandates, as well as provide appropriate coordination in implementing all applicable City departmental and agency regulations affecting physical development programs.
- Review and enforce specifications, solicitations of offers, or invitations to bid, in order to verify the inclusion of pertinent Contract Compliance-related issues: Anti-discrimination provisions, Labor Standards mandates, Minority Business Enterprises, Women Business Enterprise and Disadvantaged Business Enterprise requirements.
- Responsibility to insure sufficient and appropriate outreach to MBEs, WBEs, and DBEs in coordination with Purchasing and other city departments and agencies to advance the City's commitment to increase MBE, WBE and DBE participation. Participate in all Bid Openings for physical development projects to ensure that companies doing business with the City are made aware of their contract compliance obligations as well as the penalties for non-compliance on City-related projects.
- Conduct pre-construction conferences to review compliance-related obligations including Davis-Bacon and other labor standards provisions, affirmative action and equal opportunity employment, record

keeping, and reporting requirements associated with Cit-related projects. Monitor physical development projects by appraising all contracts, monitoring and enforcing labor standards requirements, including certified payroll-related reporting; addressing compliance concerns (i.e, formally advising contractors hot to address wage restitutions, and other wage and hour violations); and directing major violations to the appropriate state and federal agencies.

- Supervise all investigations as required by law, rules, regulations, and order of the Equal Opportunity Ordinance of the City Charter, and in the event of non-compliance, recommend to the appropriate authority the proceedings be instituted. Enforce all minority contracting and subcontracting goals established by ordinance, City Council or the Mayor in coordination with Purchasing Department.
- Expand the responsibilities as Contract Compliance Officer, as such concerns those duties related to the expanded school construction program, as well as all related construction and/or purchasing activity within the purview of the Contract Compliance Officer position.
- Conduct site visits as part of labor standards administration as well as monitor and assure MBE, WBE and DBE participation.
- Prepare monthly compliance reports and other reports as may be required to meet State and Federal funding regulations.

KNOWLEDGE, SKILL, AND ABILITIES:

- Ability to meet and deal effectively with clients, associates, and the general public
- Data analysis and writing skills required.
- Experience with contract compliance-related laws and/or policies.
- Knowledge of the community.

TRAINING AND EXPERIENCE:

- College degree in Public Administration, Education or related field, at least Bachelor Degree, Master's Degree preferred.
- Minimum five years experience working in public sector, in administration of programs and/or labor enforcement policies.
- Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103

An Equal Opportunity Employer MF/AA/DIS