STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CONTRACT COMPLIANCE MANAGER	**39**	**A**	**6.217**

Under administrative direction, the Contract Compliance Manager implements, monitors and enforces all federal and State laws and regulations relating to the Disadvantaged Business Enterprise (DBE) Program, Small Business Enterprise (SBE) Program, External Equal Employment Opportunity (EEO) Program and the Title VI Program, minimum prevailing wage rates and subcontracting opportunities; and provides recommendations to department management regarding DBE, contract compliance related SBE, EEO, Title VI issues, and Contract Compliance program impacts from State and federal legislation.

Manage the DBE and SBE program***s*** to ensure conformance with federal regulations set forth in Title 49, CFR, Part 26 and the State as set forth in NRS 408.3872; to establish, monitor and adjust annual goals for DBE usage which ensures a percentage of all federal aid and State highway funds go to department-certified minority and women-owned firms; review engineering estimates for proposed construction projects and requests for proposal***s*** when the department advertises for engineering and other professional services that involve both federal and State monies to determine what percent of the dollar value or bid amount will go to DBE's or SBE's.

Oversee and direct staff in the review of applications and supporting documentation from firms requesting certification for the State's Unified Certification Program (UCP) for DBE's and SBE's; meet with applicants and conduct on-site reviews of the applicants' place of business to determine whether or not certification should be granted; make recommendations to the UCP Board; prepare various reports for the Federal Highway Administration (FHWA) on the progress of the DBE program; oversee the management of the department's DBE website and on-line DBE/SBE application system.

Assist in administering the DBE and SBE Supportive Services program as it relates to contract compliance which develops the DBE and SBE program through education, training, community outreach, recruitment, and training of DBE firms; serve as Hearing Officer regarding disputes for other states and local governments with DBE responsibilities.

Manage external contract compliance programs; direct review of contractors and subcontractors on department projects for compliance with contract EEO provisions; establish training goals for federal aid projects based on the size of the proposed project, the location of the project and the number and types of items included in the proposal; annually report to the FHWA on training program accomplishments; review wages of employees working for contractors/subcontractors to ensure compliance with EEO provisions; attend or designate a representative to attend pre-construction and pre-bid conferences to answer questions and review plans, contract special provisions, the DBE program, EEO requirements for minorities and females, training requirements, Affirmative Action Plan requirements, wage and benefit requirements, and compliance requirements; oversee the department's web-based diversity, compliance and labor tracking systems.

Function as the Title VI Coordinator for the department to ensure that department programs and activities are administered in a non-discriminatory manner; investigate and resolve discrimination complaints based on race, color, national origin or gender and report to the FHWA regarding the nature of the complaint and the status or outcome of the investigation.

Manage and direct staff in the review of the bid documents, stewardship contracts, contractor bids and certified payrolls to ensure federal laws, Nevada Revised Statutes and department policies regarding prevailing wages, subcontractors, DBE and SBE firms and insurance are followed; ensure investigations and resolutions of wage complaints filed by contractor and/or subcontractor employees, arbitrate if necessary; investigate and arbitrate

payment disputes between prime contractors, subcontractors and suppliers; review union bargaining agreements to ascertain that employee fringe benefits are provided; review non-union pension and health plans for compliance with federal and State laws and regulations.

Direct staff in completing required compliance reviews, including wage compliance, and local public agency reviews for both state and federally-funded projects. Ensure compliance requirements are met and documents are executed in a timely manner. Ensure that the proper data is collected and monitored on NDOT contracts. Such data or paperwork includes but is not limited to certified payrolls, requests to sublet, subcontract agreements, payment to subcontractor forms, and US DOL manpower utilization forms. Ensure compliance with the Davis Bacon Act and state prevailing wage laws by NDOT contractors.

Manage the Contract Compliance Section and staff to include supervision, assigning and reviewing work, training and evaluating employees, and preparing and monitoring the section budget.

Perform related duties as assigned.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

* Ability to travel at least 25% of the time is required.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, civil engineering or related field and three years of professional experience in construction contract management/compliance, one year of which must have been in a supervisory capacity; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: the federally mandated Disadvantaged Business Enterprise program, Small Business Enterprise (SBE) Program and associated laws, regulations and court cases; federal and State labor compliance (including the Davis-Bacon Act, Little Davis-Bacon and associated wages and benefits) and affirmative action programs; the Nevada Revised Statutes and Code of Federal Regulations related to contracting and contract compliance issues. **Skill in:** preparing graphic educational presentations for multiple groups and individuals; analyzing/preparing reports and information related to EEO, DBE, UCP, FHWA and employment goals; public speaking to include facilitating public meetings, speaking to large groups of people at conferences and conducting training sessions. **Ability to:** read and evaluate complex business arrangements and communicate verbally and in writing to business owners, contractors, State and federal personnel; effectively communicate division programs with a wide range of groups and individuals including department managers, FHWA personnel, local agency representatives, industry groups, and minority groups; conduct formalized training programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: federally mandated External EEO Program and associated laws and regulations; union and non-union requirements related to State law. **Working knowledge of:** federally mandated Title VI of the Civil Rights Act of 1964 and associated laws and regulations; contracting requirements of the department, federal entities, other State entities and local agencies. **General knowledge of:** activities and programs in which major divisions are engaged. **Skill in:** developing, writing, negotiating and managing consultant agreements for services. **Ability to:** read, interpret and apply federal laws, State laws and department procedures relating to the mission of the division; read, analyze, interpret, revise and testify before the legislature on bills which impact contract compliance programs; evaluate and arbitrate Title VI complaints; anticipate, plan and budget for travel, equipment, training and other expenses.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.217

ESTABLISHED:	7/1/93P
REVISED:	8/31/92PC
REVISED:	6/25/04PC
REVISED:	11/25/13R
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