

CONTRACT COMPLIANCE SPECIALIST (OFFICE OF EQUAL OPPORTUNITY)

DEFINITION

Under the general supervision of the Director, this position will provide outreach to potential minority/disadvantaged contractors and small businesses working to enhance their chances of successfully competing for County contracts. This position will perform necessary contract compliance work on various provisions including contractors' affirmative action and compliance with other County contract requirements such as Living Wage, etc. This position will also provide support to the broader goals of the Office, including providing back-up and performing special projects.

EXAMPLES OF DUTIES

Administer Dane County's contract compliance/Disadvantaged Business Enterprises (DBE) program; ensure compliance with Dane County, state and federal laws, rules, regulations and guidelines pertaining to affirmative action and contract compliance of county contractors and county government; perform on-site reviews of county contractors; develop and implement a county contract compliance plan; train county contractors on affirmative action and contract compliance duties, responsibilities and methods on how to comply with the law; develop and coordinate program activities to encourage county procurement activity from DBE firms; develop and expand leasing opportunities for DBE firms at the Dane County Regional Airport; provide technical and professional assistance to contractors in affirmative action hiring and in expending subcontracting opportunities to DBE firms; review and analyze financial, legal and business documents, conduct on-site reviews, and gather other necessary information to certify firms who meet the legal definition of DBE-owned; develop and maintain the DBE directory; investigate complaints relating to certification and affirmative action policies and practices of contractors and vendors and make recommendations as to necessary actions; administer the appeals processes and take other necessary steps to resolve disputes; establish and maintain all files and reference systems for contractor and DBE data and documents; provide oral and written reports to the Director, County Board, Committees, Commission and appropriate federal and state agencies; provide staff support to the Equal Opportunity Commission and Women's Issues Committee; develop and implement policies, procedures and standards for all programs; recommend and assist in drafting ordinance and rule changes when necessary and appropriate; review purchase of service contracts; implement and maintain a computerized data base system for compliance tracking to monitor and coordinate the approval process for proposed contracts from potential service providers; and provide periodic reports for department management regarding the contract compliance program.

EMPLOYMENT STANDARDS

Education and Experience: Three years professional experience in contract compliance, affirmative action or a related field. Additional experience in owning or managing a business is preferred. Any combination of training and experience equivalent to graduation with a bachelor's degree from an accredited college or university and that exhibits the knowledge, skills and abilities necessary to perform the duties of this position will be considered.

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Knowledge, Skills, and Abilities: Knowledge of various statistical methods and principles; general knowledge of procurement techniques and strategies; working knowledge of federal and state affirmative action equal opportunity and/or contract compliance laws, rules, regulations, procedures and guidelines; thorough knowledge of current and historic problems and issues affecting DBE-owned businesses; general knowledge of training strategies and techniques; working knowledge of small business practices and contract administration; working knowledge of investigation techniques and methods; effective written and oral communication skills; effective human relation skills; problem solving and analytical skills; effective organization, planning and program development skills; ability to analyze complex problems involving varying viewpoints and to develop workable solutions and to communicate with persons having diverse attitudes and opinions; demonstrated ability to work with top business management and public officials; ability to prepare and present detailed and complex written and oral reports; and ability to present data in a clear and concise manner.

Special Requirements: Possession of or eligibility for a Wisconsin driver's license and must have access to personal transportation.