



**EMPLOYMENT OPPORTUNITY
2992 CONTRACT COMPLIANCE OFFICER I**

Filing Deadline: March 14, 2008
Annual Salary Range: \$72,436.00 - \$88,062.00

Date Issued: February 29, 2008
Appointment Type: Provisional

Position Description: Under direction, the Contract Compliance Officer I implements equity programs - programs that enforce ordinances or policies in any of the following subject areas: Disadvantaged Business Utilization; Labor Standards Enforcement; Minimum Compensation; Healthcare Accountability; Minority/Women/Local Business Enterprise Utilization (MWBE); Small Local Business Enterprise Utilization (SLBE); Nondiscrimination in Contracting, including Equal Benefits provisions, and interprets and explains practices and policies regarding nondiscrimination and equal opportunity in contracting. The essential functions of the class include: investigating and mediating formal and informal complaints; communicating with contractors and awarding departments to facilitate and determine compliance with the City's equity programs; assisting in the development of the department's equity programs; monitoring compliance with equity programs; analyzing statistical data to determine and document program effectiveness and problem areas; preparing and providing written reports to department officials and the public; conducting on-site inspection of businesses and employment practices; and conducting and participating in pre-bid/pre-award conferences and conducting contract review and compliance monitoring meetings. Performs related duties assigned.

Minimum Qualifications:

1. Possession of an Associates Arts degree from an accredited college or university **AND** four (4) years of verifiable experience reviewing, monitoring and developing contract compliance programs, involving contractors, and/or vendors. Such experience must have included direct participation in promoting equal opportunity and nondiscrimination objectives in a contract compliance program; **OR**
2. Possession of a Baccalaureate Degree from an accredited college or university with course study in industrial relations, the social sciences or related fields **AND** two (2) years of verifiable experience reviewing, monitoring and developing contract compliance programs, involving contractors, and/or vendors. Such experience must have included direct participation in promoting equal opportunity and nondiscrimination objectives in a contract compliance program; **OR**
3. Possession of a Master's Degree in a related field or a Juris Doctor Degree **AND** one (1) year of verifiable experience reviewing, monitoring and developing contract compliance programs, involving contractors, and/or vendors. Such experience must have included direct participation in promoting equal opportunity and nondiscrimination objectives in a contract compliance program.

Application procedures and deadline:

Announcements and employment application forms can be obtained at the Municipal Transportation Agency – Merit and Comparability Section, 401 Van Ness Avenue, Room 304, San Francisco, CA. Submit a completed employment application form, a copy of your college or university diploma and/or employment verification (see “Verification” section below) to:

Attn: 2992 Contract Compliance Officer I Position
MTA Merit and Comparability Section
401 Van Ness Avenue, #304
San Francisco, CA 94102

The final filing deadline is **March 14, 2008** (postmark not accepted). Failure to submit employment applications by the final filing deadline may result in rejection of the application. Applicants are encouraged to keep copies of all materials submitted for their own records.

Verification:

Verification (proof) of all education and experience needed to qualify must be submitted by **March 14, 2008** (postmark not accepted). Education must be verified by submitting a copy of college or university diploma. Verification of experience must be on the employer’s letterhead; must show the name of applicant; job title(s) and duties performed; must verify dates of employment; and must be signed by the employer.

Applicants who cannot obtain the required verification may request a waiver. Verification may be waived if impossible to obtain. Applicant must submit a signed statement explaining the reason for the request, the name(s) of the employer(s) with whom qualifying experience was obtained, job title(s), duties performed, and the dates of employment. Waiver requests will be evaluated on a case-by-case basis. Failure to submit verification or a request for waiver by **March 14, 2008** (postmark not accepted) may result in rejection of the application.

Selection Process:

Applications will be screened for relevant qualifying experience. Applicants meeting the minimum qualifications are not guaranteed advancement to the interview. Only those applicants who most closely meet the needs of the Department will be invited to participate in the selection process.

Qualified applicants with disabilities requiring reasonable accommodation in the selection process must contact the department by phone at (415) 554-4161 or if, hearing impaired (415) 554-6898 (TDD) or, in writing at the address listed above (specify Class 2992) as soon as possible. For further information, please call (415) 554-4161.

**MINORITIES, WOMEN AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO
APPLY AN EQUAL OPPORTUNITY EMPLOYER**