



DOT-CONTRACT COMPLIANCE ASSISTANT

Characteristics of Work

This is entry level work which includes assisting in the planning and administering of the comprehensive external Equal Employment Opportunity and Minority Business Enterprise Programs extending throughout the six highway districts of the State. The work also involves the preparation and compiling of all data, reports, records and other pertinent information concerning labor regulations on Federal Aid Projects for submission to the Federal Highway Administration and U. S. Department of Labor. Work is performed under the general supervision of the DOT-Contract Compliance Officer and is reviewed for technical and administrative competence, thoroughness and conformity with applicable policies, rules and regulations.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Conducts EEO compliance reviews on Federal Aid highway construction contracts when assigned.

Participates in in-depth inspections when delegated to do so.

Conducts contract compliance reviews at contractor's home office locations when assigned.

Assists in the certification process of all Female and Minority Business Contractors.

Provides information on contract requirements to highway project personnel and the contractors personnel.

Assists in all in-office contract compliance enforcement and verification relating to all contracts throughout the State.

Compiles wage payment data for highway construction projects.

Audits and maintains a record of contractors weekly payrolls.

Records receipt of maintenance releases, PR-1391, Final Labor Certificates and Labor Questionnaire.

Related or similar duties are performed as required or assigned.

Minimum Requirements

A Bachelor's Degree from an accredited four-year college or university with emphasis on Construction Management and/or Construction Technology;

OR

Graduation from a standard four-year high school or equivalent (GED) and four (4) years of experience in work directly related to the above-described duties.

Substitution Statement

Above graduation from a standard four-year high school or equivalent (GED), directly related education and directly related experience may be substituted on an equal basis.