



JOB ANNOUNCEMENT

Housing Authority of New Orleans

POSITION TITLE: Labor/Section 3 Compliance Specialist

DEPARTMENT: Development & Modernization

DATE POSTED: 4/30/2019

CLOSING DATE: Until Filled

FLSA CLASS: Exempt

SALARY RANGE: PAY Grade G26
\$52,598 - \$64,689 (Annually)
\$25.29 - \$31.10 (Hourly)



SUMMARY

Reporting directly to the Director, Development & Modernization (D&M), the Labor/Section 3 Compliance Specialist coordinates and monitors construction and non-construction contracts funded by the agency for Davis-Bacon, Section 3, and MWDBE (Minority, Women, and Disadvantaged Business Enterprises) compliance as required by Department of Labor (DOL), the Department of Housing and Urban Development (HUD), and HANO's Employment, Training, and Contracting Policy. Helps to develop policies and procedures, compiles and submits various compliance reports to HUD and the HANO Board of Commissioners, and directs special projects designed to increase the available Section 3 Individual and Business database. This position works with HANO's internal departments and external partners including, contractors, vendors, residents, the general public, HUD, DOL, municipal partners and developers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

Davis Bacon & Labor Standards

- Develops and implements department procedures for Davis-Bacon compliance in accordance with HUD Handbook 1344.1 Federal Labor Standard Requirements in Housing and Urban Development Programs.
- Audits Davis Bacon payrolls collected from contractors and aggregated by department Project Managers via LCP Tracker and similar Davis-Bacon compliance software or traditional hard copy payrolls.
- Conducts labor compliance interviews. Basic knowledge of Spanish is desired.
- Submit reports or review reports prepared by other departments as required by HUD, specifically, the HUD 4710 Semi-annual Labor Standards Enforcement Report and Maintenance Wage Rate Survey and collection information.
- Prepares responses to audit request from internal auditors, HUD Labor Standards and OIG, and DOL.

Section 3 & MWDBE

- Develops and implements department procedures for Section 3, MWDBE Compliance in accordance with 24 CFR 135 and HANO's Employment, Training, and Contracting Policy via B2G Now and similar contract compliance software or hard copy versions, including, but not limited to:
 - Pre-contract compliance and best efforts guidance.
 - Collection of hiring, training, and contracting data.
 - Monitoring and auditing the Section 3 resident hiring process.
 - Clarifying a complaint procedure.
 - Clarifying records retention requirements.
- Develops and implements procedure for facilitating and enhancing participation including but not limited to:
 - Maintaining a database of qualified Section 3 residents actively seeking employment.
 - Posting employment and training opportunities throughout the public housing properties and HCVP/Section 8 participants.
 - Posting and updating Section 3 information on the HANO website.
 - Expanding outreach to potential Section 3 contractors and individuals.
- Develops and implements department procedures for Section 3 and MWDBE Vendor Registration.
- Submits reports including HUD 60002 Section 3 Annual Summary.
- Prepares monthly reports detailing activity and status of compliance and non-compliance with policy by contact and, if necessary, by department.
- Assists and coordinates policy recommendations.

General

- Attends pre-bid, pre-proposal, and pre-construction meetings to provide overview of HANO compliance requirements.
- Ensures every HANO solicitation includes federal and agency-required compliance language.
- Trains vendors, other departments on compliance requirements.
- Conducts investigations of issues of non-compliance as identified or as assigned.
- Tracks enforcement actions.
- Manages multiple, diverse activities concurrently.
- Must be able to maintain strict confidence of all agency related data, payroll records of contractors, and individual verification of income.
- Represents HANO at meetings with contractors, resident organizations, and external partners as assigned.
- Coordinates with other agencies with similar HUD requirements.
- Undertakes special assignments and other duties as directed.

BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with sensitive topics and/or irate customers.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; Manages difficult or sensitive customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.

Interpersonal Skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting.

Teamwork: Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests.

Professionalism: Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Competencies

- Ability to think analytically, organize work day and flow and concisely communicate with professionalism and respect.
- Considerable knowledge of computer applications (including LCP Tracker, B2G Now, and similar programs) and ability to use computer and software knowledge to operate and maintain computerized data bases, records.
- Ability to exercise sound judgment.
- Ability to effectively communicate with other staff, public entities, agencies, contractors and others in a professional manner.
- Ability to analyze documents, compare to regulations, prepare reports, calculate statistics, as well as to make detailed, sound recommendations.
- Ability to work with limited supervision, meet deadlines, establish own work time lines, and keep projects on schedule.
- Ability to train and facilitate training to various groups including residents.
- Knowledge of the purpose, scope and objectives of the Federal Labor Standards, Section 3, and MWDBE regulations.
- Ability to evaluate data and maintain records.
- Basic knowledge of construction industry.

Education and/or Experience

Bachelor's Degree in business administration, public administration or related field. A minimum of two (2) years of related contract compliance work experience comparable to the duties as described above. A minimum of five (5) years of experience in labor standards and Section 3 compliance or equivalent experience is required. An equivalent combination of education and experience is required.

Technical Skills

To perform this job successfully, an individual should have above average abilities using computer software such as MS Word, Excel, Outlook, etc. and should be capable of using internet resources for research and developing advanced reports. Ability to learn other computer software programs as required by assigned tasks.

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level in the work environment and job sites can be loud. The position regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position walks and stands for long periods of time and occasionally lift heavy objects. The employee lifts, pushes, pulls or carries objects; uses abdominal and lower back muscles to provide support over time without fatigue. The position requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination. The position requires the ability to quickly move arms and legs.

EEO POLICY STATEMENT

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, religion, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.