

HIGHWAY CONTRACTS COMPLIANCE OFFICER

DESCRIPTION: This is technical, administrative, and liaison work promoting and reviewing compliance with the Disadvantaged Business Enterprise and Women's Business Enterprise programs. Incumbents work under administrative direction and are governed by Federal Highway Administration (FHWA) guidelines and Department of Roads (DOR) policy.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Inspects work sites or home offices to insure that contractors are complying with the provisions of their contract.

Reviews contractors records on the hiring of females and minorities and subcontracting with women and minority businesses.

Documents all reviews and prepares the contract compliance report for Federal Highway Administration.

Updates on-the-job training program yearly to get FHWA approval.

Promotes the hiring of minority and female trainees and monitors compliance where appropriate, per Department of Roads requirements.

Coordinates the involvement of DBE/WBE firms as contractors or subcontractors with the Department of Roads projects.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Ability to: write contract outlines.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: basic affirmative action concept.

Ability to: communicate with the public, work alone 25% of time, prepare information and present same, deal with figures, travel overnight, drive a car, write letters and reports.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

High school education or equivalent plus some affirmative action and investigative training.