

CLASS TITLE: COMPLIANCE COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision performs administrative duties remediating identified disparity in procurement contracts, public relations work in the coordination and presentation of information, training and promotional programs and monitors compliance of City contractors' Minority Women Disadvantaged Business Enterprise (MWDBE) program and other related assigned duties.

ESSENTIAL TASKS:

- Promotes community awareness and education of the department's Minority Women Business Enterprise (M/W/BE) program
- Conducts meetings/interviews with contractors
- Structures, plans and conducts research on relevant information for citizen groups or departmental information concerns
- Reviews Affirmative Action Plans (AAP) for compliance with established regulations
- Composes letters, memos and reports as required
- Serves as departmental representative with partnering agencies
- Advises contractors of requirements necessary for adherence to regulations and administrative procedures
- Serves as a Minority Business Advocate
- Reviews Workforce Reports for compliance with established standards and requirements
- Serves as liaison between departments as required
- Promotes outreach to vendor community to increase qualified MWDBE pool
- Schedules meetings, conferences and various activities as needed to meet the requirements of the position
- Develops, directs, coordinates and participates in a public relations and information program related to the City's MWBE and MWDBE Programs
- Coordinates the design and production of publications, media releases, articles, literature, brochures, forms and various materials
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in sociology, business/public administration, marketing, public relations or a related field; and one (1) year of experience monitoring federal program/agency compliance related to the field of Title VI Civil Rights Act, Davis-Bacon Act (DBA) and MWDBE; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of federal, state and local laws impacting an employee's civil rights; considerable knowledge of business and contractual law, AAP and related personnel practices and federally mandated DBA and related and prevailing wage laws; good knowledge of compliance and discrimination compliant procedures; good knowledge of monitoring and purchasing practices; good knowledge of the community environment; and good knowledge of computers and related software. Ability to exercise good judgment and diplomacy in ambiguous and sensitive situations; ability to write clear, concise and accurate reports; ability to maintain confidentiality; ability to demonstrate proficiency in the use of appropriate software; and the ability to understand others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing and pulling up to 20 pounds; may be subject to walking, balancing, bending, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

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WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; may be exposed to hazards associated with construction sites; and requires some traveling to various locations to review compliance.

Class Code: 2584

EEO Code: N-02

Pay Code: AT-28

Group: Administrative & Technical

Series: General Administrative

Effective Date: August 27, 2010