



office of
COMMUNITY INVESTMENT
and INFRASTRUCTURE

EXTERNAL JOB POSTING

Job Title: **Contract Compliance Specialist II**
Biweekly Salary: **\$4,333 (Step 1) - \$5,266 (Step 5)**
Annual Salary: **\$112,658 (Step 1) - \$136,916 (Step 5)**
Final Filing Date: **June 14, 2024 COB**

The San Francisco Office of Community Investment and Infrastructure (OCII) is seeking an experienced Contract Compliance Specialist II.

BRIEF DESCRIPTION:

This professional position is responsible for administering OCII's purchasing policy and equal opportunity programs on OCII-assisted contracts. The position provides technical support to all OCII departments in the areas of contract document preparation and contract administration, including preparation and processing of Invitation for Bids (IFBs), Request for Proposals (RFPs), and Request for Qualifications (RFQs), and reviews and monitors all contracts to ensure completeness and consistency with all OCII policies, procedures, and guidelines. The position also provides compliance monitoring and enforcement support on equal opportunity program matters with the OCII developers, contractors, and consultants.

JOB RESPONSIBILITIES:

The following list of duties and tasks represents the primary job responsibilities:

- Manages all phases of the solicitation process (including print and website advertising, leading pre-bid/proposal meetings, coordinating and responding to questions and requests for clarification) to ensure open and fair competition and compliance with OCII policies and procedures;
- Organizes, plans and assists with writing IFBs, RFPs, RFQs, addenda, contract language and amendments to ensure compliance with purchasing policies and equal opportunity programs. Develops terms and conditions and solicitation provisions with the assistance of subject matter experts from such areas as Project Management, Risk Management, Finance, and Legal;
- Conducts public bid openings, analyzes bids received, determines responsiveness and responsibility of bidders, and performs cost/price analyses. Researches and evaluates sole source procurement requests;
- Conducts preconstruction conferences with developers and contractors for the purpose of explaining OCII's equal opportunity program requirements and underscoring enforcement procedures;
- Supports contract negotiations and assists with monitoring moderately complex land disposition, owner participation, housing loan agreements and professional services agreements and their ensuing requirements, including affirmative action in employment, small business participation, prevailing wages and occupational safety and health;
- Assists with the enforcement of equal opportunity programs in employment and entrepreneurship, particularly OCII's Small Business Enterprise Policy;
- Assists with the gathering of contractor reports and the compilation of documentation required to verify/record data; analyzes statistical data and prepares oral/written reports for supervisory and management staff;
- Investigates and resolves contract disputes and performance issues;
- Liaison with external contract administrators, outreach organizations, various union representatives, contractors, professional association representatives, minority and women-owned businesses, and business association advocates;

- Develops and maintains strong working relationships with diverse communities, developers, contractors, and City of San Francisco departments. Provides excellent customer service and guidance to Project Managers on all aspects of the solicitation and contracting process;
- Perform related duties as required.

MINIMUM QUALIFICATIONS:

Minimum qualifications include any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and capabilities would be:

- Four years of experience performing duties related to fostering jobs and business opportunities and enforcing labor standards of which two years have been spent in contract compliance, M/WBE procurement, affirmative action, equal opportunity, or other closely related fields of experience.
- Equivalent to a Bachelor's Degree from an accredited college or university with major course work in business, public administration, sociology, or a related field.

BENEFITS:

For your Health & Welfare Benefits

- Medical/Dental/Vision
- Basic Life Insurance & Accident, Critical Illness & Hospital Indemnity
- Supplemental Life Insurance (with optional dependent coverage)
- Health Care and Dependent Care Flexible Spending Accounts
- Employee Assistance Program

For your Financial Future

- CalPERS Pension Program-estimated 10.50% Classic Employee Contribution; 11.50% for PEPRRA Employee Contribution
- Short-term Disability Insurance
- Long-Term Disability Insurance
- Deferred Compensation Plan

For your Work/Life Balance

- Paid holidays
- Vacation and sick leave accrual
- Commuter Benefits Program
- Wellness Program

APPLICATION PROCESS:

Applicants must submit and complete an application packet consisting of an OCII Job Application, resume, and cover letter. Materials can be found at [here](#) or at www.sfocii.org under Employment Opportunities.

PACKETS CAN BE EMAILED (or) FAXED ONLY:

EMAIL: careers.ocii@sfgov.org (PDF FORMAT ONLY) with name of position in subject line

FAX: Fax 628.652.1521

Failure to submit all requested materials by the deadline will result in rejection of the application.