Office of Human Resources  
Compliance-Certification Officer Staff – CA3130

**General Statement of Class Duties**

Performs entry-level professional work certifying small businesses or managing and monitoring compliance of bids and proposals for construction, professional design and covered goods and services for the pre-award vendor selection process of all City contracts subject to non-discrimination clauses. The duties in this class, both in certification and compliance, involve the performance of work under the Small Business Enterprise, Minority- and Woman-Owned Business Program and Emerging Business Enterprise programs provided for in the Denver Revised Municipal Code and the federal Disadvantaged Business and Airport Concessions Disadvantaged Business Enterprise programs guided by federal laws and regulations.

**Distinguishing Characteristics**

This class manages certification and compliance requirements only for Denver Economic Development & Opportunity Agency (DEDO).

The Compliance-Certification Officer Staff is distinguished from the Compliance-Certification Officer Associate that performs standard professional work managing and monitoring compliance of bids and proposals for construction, professional design and covered goods and services for the post-award vendor selection process of all City contracts subject to non-discrimination clauses. The duties of this class, both in certification and compliance, are for performance of work for the Small Business Enterprise, Minority- and Woman-Owned Business and Emerging Business Enterprise programs provided for in the Denver Revised Municipal Code and the federal Disadvantaged Business and Airport Concessions Disadvantaged Business Enterprise programs guided by federal laws and regulations.

The Compliance-Certification Officer Staff is distinguished from the OED Compliance-Certification Officer Senior that performs full performance of professional-level work as a subject-matter expert and lead worker certifying small businesses or managing and monitoring compliance of bids and proposals for construction, professional design and covered goods and services for the post-award vendor selection process of all contracts subject to the non-discrimination clauses in City contracts. The duties of this class, both in certification and compliance, are for performance of work for the Small Business Enterprise, Minority- and Woman-Owned Business and Emerging Business Enterprise programs provided for in the Denver Revised Municipal Code and the federal Disadvantaged Business and Airport Concessions Disadvantaged Business Enterprise programs guided by federal laws and regulations.

This class is distinguished from a Contract Compliance Technician that monitors contract compliance and/or contract financial performance to verify contract terms, services to be provided, and payment schedule and reviews contract and/or payment process.

The Compliance-Certification Officer Staff is distinguished from the Contract Compliance Supervisor that performs supervisory duties over employees involved in the operation and maintenance of a contract compliance unit.

**Guidelines, Difficulty and Decision-Making Level**

Guidelines are generally but not always clearly applicable requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.
Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

**Level of Supervision Received and Quality Review**

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

**Interpersonal Communications and Purpose**

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and/or gathered and discretion and judgment are required within the parameters of the job function.

**Level of Supervision Exercised**

None

**Essential Duties**

**Compliance Officer Essential Duties:**

Responsible for compliance in the pre-award process, the Compliance Officer-Staff assists the more experienced Compliance Officer-Associate in the post-award compliance process to ensure that successful bidders and proposers are complying with all program requirements, including meeting participation goals for Minority and Woman-Owned Businesses.

Prepares and delivers presentations on Minority and Woman-Owned Business Enterprise (M/WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disadvantaged Business Enterprise (DBE) and Airport Concessions Business Enterprise (ACDBE) program requirements at pre-bid, pre-proposal meetings and bid openings.

Responds to questions from potential bidders (architects, engineers, construction company senior executives, subcontractors, goods and services vendors) at meetings or, through each project’s Contract Administrator, after meetings.

Reviews bid/proposal documents for construction, professional design, and goods and services contracts to ensure compliance with solicitation requirements and with applicable local ordinances, as well as with federal laws and regulations that apply to DBE and ACDBE programs.

The review includes the following:

1. Determining whether bid documents and reconsideration requests are responsive or non-responsive to the requirements of the bid documents and of the M/WBE, SBE, EBE, DBE and ACDBE programs, as applicable. (A non-responsive determination means that a construction/design company or a goods/services vendor will not qualify to be selected for a project/contract).
2. In consultation with management, determining if a Good Faith Effort submission is sufficient to meet the requirements as outlined in the local ordinances that apply to the M/WBE program and federal laws and regulations that apply to the DBE and ACDBE programs and

3. Verifying that each sub requested on the project has the correct certification and appropriate North American Industry Classification System (NAICS) code in B2G in accordance with the scope of work listed on the project.

4. Analyzing Letters of Intent (LOIs), bid tabulations, joint venture agreements to determine if they meet requirements of RFPs, bid documents and applicable laws and regulations.

Writes formal letters to non-responsive contractors referencing specific federal regulations or local ordinance (49 CFR Part 23 and/or 26 and City and County of Denver Ordinances 85 and/or 86).

Receives training to assist Compliance Officers in the post-award compliance process.

**Certification Officer Essential Duties:**
Assists the Certification Officer-Associate by participating in joint site visits, interviewing M/WBE personnel, participating in the analysis of certification applications, including tax documents and balance sheets, and making recommendations on whether a firm meets all requirements for certification.

Uploads documents into B2G as support to decisions made and to maintain an audit trail.

Participates as a member on the Certification Committee.

**Essential duties for both Certification and Compliance Officers**
Keeps an organized schedule of tasks and duties to be performed.

Works on outreach to certified firms to identify issues and areas of potential assistance by DSBO.

Attends outreach events in the community, other city agencies, and other governmental agencies.

Performs other related duties as assigned or requested.

*Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.*

### Competencies

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern and politeness to others and relates well to different people from varied backgrounds and different situations.

**Oral Communication** – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

**Problem-Solving** -Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

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<th>Knowledge &amp; Skills</th>
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<td>Knowledge and understanding of civil rights and affirmative action issues, business development programs, as well as other commonly-used concepts, practices, and procedures of federal, state, and local laws pertaining to MWBE, Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disadvantaged Business Enterprise (DBE) and Airport Concessions Business Enterprise (ACDBE) programs.</td>
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<td>Ability to work with sensitive information while maintaining strict confidentiality.</td>
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<td>Ability to manage multiple projects and analyze moderately complex processes.</td>
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<td>Ability to interpret, monitor, and apply polices regarding contract compliance.</td>
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<td>Skill and proficient in Microsoft Office Suite with emphasis in Word, Excel, PowerPoint, and Outlook.</td>
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<td>Proven data analysis, problem solving, planning, and organizational skills or ability to learn these areas quickly.</td>
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<th>Education Requirement</th>
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<td>Bachelor's Degree in Business Administration, Public Administration, Audit, Accounting, Finance, or a related field.</td>
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<th>Experience Requirement</th>
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<td>Two (2) years of experience in contract compliance, construction and/or design, or implementing small business diversity and inclusiveness programs.</td>
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<th>Education/Experience Equivalency</th>
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<td>One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.</td>
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<td>A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.</td>
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<th>Licensure and/or Certification</th>
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<td>By position, a valid Driver’s License is required as a condition of employment.</td>
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<tr>
<td>Licenses and certifications must be kept current as a condition of employment.</td>
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| Working Environment |
Pressure due to multiple calls and inquiries.
Subject to many distractions.
Subject to traffic, roadways, and pedestrians.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- Standing: remaining on one’s feet in an upright position.
- Walking: moving about on foot.
- Sitting: remaining in the normal seated position.
- Balancing: maintaining body equilibrium to prevent falling over.
- Reaching: extending the hand(s) and arm(s) in any direction.
- Handling: seizing, holding, grasping, or otherwise working with hand(s).
- Fingering: picking, pinching, or otherwise working with fingers.
- Talking: expressing or exchanging ideas by means of spoken words.
- Hearing: perceiving the nature of sounds by the ear.
- Repetitive motions: making frequent movements with a part of the body.
- Eye/hand/foot coordination: performing work through using two or more.
- Far Acuity: ability to see clearly at 20 feet or more.
- Near Acuity: ability to see clearly at 20 inches or less.
- Field of Vision: ability to see peripherally.
- Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

- Criminal Check
- Employment Verification
- Education Check
- By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

- FLSA Code: Y
- Management Level: 10
- Establishment Date: 17 Feb 2019
- Established By: Greg Thress
Revised Date: 3 May 2019
Revised By: Greg Thress
Class History:
2/17/19 - New job classification.