



Office of Human Resources  
Prevailing Wage Analyst Lead - CA3060  
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### General Statement of Duties

Performs regularly assigned lead work over professional Prevailing Wage Analysts. Provides area or project management, while performing prevailing wage compliance audits for the Auditor's Office, which includes auditing contracts, payrolls, rates, and financial records; preparing case files and conducting contract audits.

### Distinguishing Characteristics

This class performs regularly assigned lead work over Prevailing Wage Analysts. This class is distinguished from a Prevailing Wage Analyst and performs supervisory duties over professional Prevailing Wage Analysts engaged in performing full performance level prevailing wage compliance for the Auditor's Office.

### Level of Supervision Exercised

Leads three or more professional Prevailing Wage staff.

### Essential Duties

Develops or modifies work plans, methods and procedures; determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Resolves problems encountered by Prevailing Wage staff during daily operations and determines appropriate solutions. Responds orally to informal grievances and relays information to the supervisor. Documents situations which may cause disciplinary action and provides this information to the supervisor.

Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation. Ensures team goals set by the Auditor's office are met.

Prepares audit materials in anticipation of litigation or other dispute resolution processes.

Trains team members on Prevailing Wage analysis standards and requirements.

Prepares project specific correspondence to city agencies, city contractors, and the public.

Ensures compliance with federal, state, and local prevailing wage rate requirements with regard to complex and complicated contracts for construction and maintenance projects.

Audits financial records and payroll systems to ensure compliance with contract terms, which includes conducting onsite audits to verify specific work activities and classification of workers performing tasks.

Works with stakeholders both internal and external to the City to ensure compliance with regard to wage rates, verify documents and licenses, present documented findings, and train contractors and subcontractors on prevailing wage regulations and compliance requirements.

Creates contractor profile in records system to track invoices, payment requests, payroll and financial documents, record of contract, previous violations, and documents specific to business and personnel contacts.

Reviews and approves specific contract employee fringe benefits to ensure compliance with prevailing wage requirements and consistent wage reductions.

Reviews contracts to ensure specific rates within the contract are in compliance with wage rate requirements, records match work orders, invoices, and payroll records.

May hold payment requests and applications for violations and non-compliance of prevailing wage requirements, ensures compliance with prompt payment guidelines, coordinates payment of back wages for affected contract workers, and may place-hold bond funds and project close out until compliance is achieved.

Prepares routine and specialized reports as needed for department tracking and status of contracts and their overall performance.

Researches and interprets changes to prevailing wage regulations, associated federal legal cases, collective bargaining agreements, prompt payment guidelines, and ordinances with regard to contracts and debarment.

Assists with policy development and implementation and enforces changes that impact contracts.

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**

Information Management – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Problem Solving – Identifies problems, determines accurate and relevant information, and uses sound judgment to generate and evaluate alternatives; makes 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.

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.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

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.

### **Knowledge & Skills**

Knowledge of various types of contracts, techniques for contracting or procurement, and contract administration.

### **Education Requirement**

Bachelor's Degree in Business Administration, Public Administration, Law, Accounting or a related field.

**Experience Requirement**

Four (4) years of professional experience in construction management, evaluating contracts for compliance, or criminal investigations.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Irregular work hours and work locations  
Pressure due to multiple calls and inquiries.  
Subject to multiple 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**

**Pay Grade: A-809**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date: 9/19/2019**

**Revised By: GT**

**Class History: 9/19/19 (GT) – Revised job title from Investigator to Analyst. Also updated Investigator to Analyst under Job Duties.**