



Office of Human Resources
Prevailing Wage Technician - CA3220
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General Statement of Duties

Provides support to Prevailing Wage Analysts including oversight and monitoring of contract compliance and performance requirements, to include prevailing industry practice for compensation of similar trades, goods and services, and evaluation of overall vendor performance. Monitors contract compliance and/or contract financial performance to verify contract terms, services to be provided, and payment schedules and reviews contract and/or payment process.

Distinguishing Characteristics

The Prevailing Wage Technician is distinguished from the Contract Compliance Technician that monitors contract compliance and/or contract financial performance to verify contract terms, services to be provided, and payment schedules and reviews contract and/or payment process.

The Prevailing Wage Technician is distinguished from the Contract Compliance Coordinator that monitors contract compliance and/ performance requirements including prevailing industry practice for similar goods and services and evaluates overall vendor performance.

The Prevailing Wage Technician is distinguished from the Prevailing Wage Analyst that performs full performance level prevailing wage compliance for the Auditor's Office, which includes auditing contracts, rates, and financial records, and conducting field audits.

Level of Supervision Exercised

None

Essential Duties

Monitors contracts to ensure compliance, reviews, reports, and/or resolves areas of non-compliance, and addresses other concerns as necessary. Manages contract and invoice workflows within the city's contracting and billing structure.

Supports maintenance of contract files throughout the terms of the contract, assists in completing status reports for management, and processes close-out documents at conclusion.

Interprets fringe benefit policies and ensures compliance with regulatory agencies locally and nationally. Monitors and applies changes in fringe benefit rules and laws. Evaluates existing benefit programs from contractors.

Communicates with City agencies and contractors regarding contracts' compliance with prevailing wage.

Reviews and resolves differences in areas of non-compliance, and addresses other concerns as necessary.

Supports and assists in payment requests according to the contractual terms and applicable rules and regulations, and withholds voucher payments until contractor is in compliance.

Serves as a point of contact to the Auditor's Office where explanatory or interpretive information is exchanged, gathered, and/or presented related to assigned duties, and some degree of discretion and judgment is required.

Maintains contract files throughout term of contract, generates status reports for management, and processes close-out documents at conclusion.

Maintains OHR Wage Determinations for Prevailing Wage use. Keeps wages up to date on the I-drive. Keeps apprentice wages up to date.

Reviews incoming pay applications/requisitions and assigns investigators as needed. Processes incoming checks, maintains check log, mails releases, sends out checks.

Verifies purchase orders in Workday are correctly identified as prevailing wage and assigns them to the investigators.

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

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 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.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of the principles of confidentiality related to the work assignment.

Works well as a member of the Prevailing Wage team, including assisting investigators, sharing experience and knowledge, assisting in achieving team goals, and having a helpful and supportive attitude.

Knowledge of fringe benefit or retirement plans.

Knowledge of construction or trades industries.

Knowledge of LCP Tracker and/or Workday.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years of clerical experience which includes one year of experience working with contracts.

Education & Experience Equivalency

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

Licensure & Certification

None

Working Environment

Subject to many interruptions.

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.):

Balancing: maintaining body equilibrium to prevent falling over.

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.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Hearing: perceiving the nature of sounds by the ear.

Fingering: picking, pinching, or otherwise working with fingers.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive motions: making frequent movements with a part of the body.

Sitting: remaining in the normal seated position.

Standing: remaining on one's feet in an upright position.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot.

Background Check Requirement

Criminal Check

Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-616

FLSA Code: N

Established Date: 9/20/2019

Established By: GT

Revised Date:

Revised By:

Class History: