



Office of Human Resources  
Compliance-Certification Officer Staff - CA3130  
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### General Statement of 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 the Office of Economic Development (OED).

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. This class manages certification and compliance requirements only for the Office of Economic Development (OED).

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### **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, sub-contractors, 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

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

### Knowledge & Skills

Skill in reacting calmly and effectively in emergency or stressful situations.

### Level of Supervision Exercised

None

### Education Requirement

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

### Experience Requirement

Two (2) years of experience in contract compliance, construction and/or design, or implementing small business diversity and inclusiveness programs.

### 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, a valid Driver's License is required as a condition of employment.

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

**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.):

Balancing: Maintaining equilibrium.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location 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-807**

**FLSA Code: Y**

**Established Date: 2/17/2019**

**Established By: GT**

**Revised Date:**

**Revised By:**

**Class History:**