

# **SNOHOMISH COUNTY CLASS SPECIFICATION**

## **COMPLIANCE OFFICER**

Spec No. 2051

### **BASIC FUNCTION**

To monitor block grant funded projects to ensure contractors compliance with state, federal and local regulations and guidelines.

### **STATEMENT OF DUTIES**

1. Conducts on-site compliance and progress reviews of construction projects; checks for compliance with handicap requirements and posting of required compliance documentation.
2. Participates in and/or conducts pre-construction and pre-bid conferences to provide information to contractors and subcontractors on equal employment requirements, training goals and minority business requirements for federal and state contractors; provides on-going assistance and technical information as necessary.
3. Reviews and analyzes contractor's payrolls for compliance with established wage guidelines; conducts on-site interviews with employees to confirm compliance with established wage guidelines.
4. Informs contractors and appropriate officials of noncompliance with established grant guidelines and federal regulations and standards; assists contractors in bringing documentation into compliance; may withhold payment pending compliance.
5. Monitors sub-grantees for required insurance documentation and payments.
6. Establishes and maintains inventory of grant funded assets.
7. Interprets, publishes and maintains required federal prevailing wage tables.
8. Prepares required reports and maintains related records.
9. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in public administration or related field and one (1) year experience involving contract administration; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- bookkeeping and accounting procedures;
- state and federal laws, regulations and guidelines pertaining to public works contract administration.

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### KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- identify construction stages;
- communicate effectively, orally and in writing;
- develop and maintain effective work relationships with public and private officials, superiors, subordinates, co-workers and the general public;
- interpret and enforce procedures, rules and regulations of grant contracts;
- work independently.

### SUPERVISION

The employee reports to the Grants Manager. Work is performed with considerable independence and is reviewed through status reports and meetings.

### WORKING CONDITIONS

Work is performed in the usual office environment with frequent trips to work sites throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1981 (Spec No. 320260)

Revised: July 1986

EEO Category: 2 - Professionals

Pay Grade: 237 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous