**Labor Compliance**

**Position Summary**

General Contractor searching for a Labor Compliance Officer to ensure compliance on all Public Works projects for the company and its Sub-Contractors.

This position has the responsibility of working closely with Third Party Labor Compliance companies, Sub-Contractors, Owners, DIR and Project Teams to ensure all labor laws are met on public works projects.

**Essential Functions**

* Responsible for total compliance of all public works projects which includes:
	+ - * + Collection of Sub Certified Payroll, Up Front Documents, and Fringe Benefit Statements
				+ Auditing Sub Contractors Certified Payroll and making sure it is uploaded to the DIR website.
				+ Submitting Payroll to Owners, Owner Contracted Programs and uploading to the DIR website when necessary.
				+ Responsible for responding to Third Party Labor Compliance Requests
* Ensure the accuracy of Daily Reports vs Submitted Payroll
* Work closely with Sub-Contractors to ensure understanding of project requirements and accuracy of documents received.
* Communicate with several parties including Owners, Labor Compliance Companies, Subcontractors, and the Department of Industrial Relations.
* The responsibilities of this position include, but are not limited to those listed above.

**Knowledge & Skills**

* Computer skills including proficiency in Microsoft Office Suite.
* Knowledge of DIR website and eCPR.
	+ Must have strong organization and time management skills.
	+ Ability to multi-task under time constraints and work independently or as part of a team in a professional office environment.
	+ Excellent verbal and written communication skills.
	+ Tactful, professional demeanor and the ability to interact effectively with managers, employees, vendors and others.
	+ Knowledge of Public Works law and labor codes