



Code: 1504

Family: Procurement

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Purchasing and Supply

CLASS TITLE: CERTIFICATION / COMPLIANCE OFFICER

CHARACTERISTICS OF THE CLASS

Under supervision, staff the Department of Procurement Services' Certification and Compliance Division; evaluate applications from businesses seeking certification from the City as a minority-owned and women-owned business enterprise (MBE/WBE), a Disadvantaged Business Enterprise (DBE) and other diversity supplier certification programs; assist in monitoring certified businesses for compliance with contract requirements and applicable municipal, state and federal laws; and performs related duties as required

ESSENTIAL DUTIES

- Reviews and evaluates applications from business enterprises seeking vendor certifications including MBE/WBE, DBE, or BEPD (business enterprise owned by People with Disabilities), or ACDBE (airport concessions disadvantaged business enterprise)
- Applies analytical skills in the evaluation of application information and supporting documentation (e.g. tax returns, financial records) relating to the ownership, financial status and control of business enterprises to assess accuracy and completeness of applications
- Contacts applicants to clarify information, obtain missing information and request additional supporting documents; may participate in site visits to assist in auditing vendors' operations to verify business operations
- Makes initial determinations of whether businesses meet certification eligibility requirements, and prepares written assessment and application summaries recommending approval or denial
- Interprets policies and guidelines of City's diversity supplier certification programs and contract compliance requirements and regulations to contractors, business owners, and departmental managers
- Attends outreach events to provide information and promote the City's diversity supplier programs; assists in conducting workshops to explain the application process and certification requirements
- Participates in meeting with contractors and city personnel to explain M/W/DBE, EEO (Equal Employment Opportunity), CRO (Chicago Residency Ordinance) contract compliance and reporting requirements and penalties for non-compliance
- Works with senior level staff in conducting site visits of construction projects to monitor contract compliance with MBE/WBE requirements, EEO and CRO guidelines, and other federal, state, and local requirements
- Reviews vendors employment and payroll records to ensure compliance with federal labor laws and payments to M/W/DBE vendors
- Assists in conducting close-out audits to evaluate overall compliance
- Creates and maintains databases using Microsoft Excel to maintain records of work activities, application reviews and other assignments; prepares detailed narrative and statistical work reports; prepares correspondence and maintains contract related files

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a directly related field, plus two years of professional work experience involving the review and analysis of financial records, **OR** program auditing/ monitoring work, **OR** work involving fact finding analysis and investigative research and reporting, or an equivalent combination of training and experience provided that the minimum degree requirement is met

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Some knowledge of:

- City policies and requirements regarding DBE/MBE/WBE programs
- applicable federal, state, and local laws and regulations affecting diversity supplier programs
- applicable computer software packages and applications
- procurement practices and procedure
- City's purchasing policies and procedures
- contract processing and monitoring

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **COMPLEX PROBLEM SOLVING** - Identify complex problems and review related information to develop and evaluate options and implement solutions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
April, 2012