



Code: 1505

Family: Procurement

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Purchasing and Supply

CLASS TITLE: SENIOR CERTIFICATION / COMPLIANCE OFFICER

CHARACTERISTICS OF THE CLASS

Under supervision, functions as a senior officer / lead worker in the Department of Procurement Services' Certification and Compliance Division; evaluates and provides direction to lower level Officers evaluating applications from businesses seeking certification from the City as a minority-owned and women-owned business enterprise (MBE/WBE), a Disadvantaged Business Enterprise (DBE), BEPD (business enterprise owned by People with Disabilities, ACDBE (airport concessions disadvantaged business enterprise) and other certification programs;

Acts as a lead Officer in the monitoring of certified businesses for compliance with contract requirements and applicable municipal, state and federal laws; and performs related duties as required

ESSENTIAL DUTIES

- Conducts second level review and evaluation of applications from business enterprises seeking certifications for the City's certification programs, analyzing applications and support documents to verify full disclosure of ownership, finances and control of business enterprise
- Reviews reports prepared by lower level Officers to ensure completeness of applications and compliance with certification requirements; provides guidance and direction to staff in conducting further review and analysis as needed in order to complete assessments; ensures the quality of work performed by lower level Officers
- Provides direction to staff and works with applicants to resolve issues surrounding clarification of information on application and missing information; requests additional supporting documents and may conduct site visits to audit vendors' operations to verify business ownership and operations
- Makes recommendation on whether businesses meet certification eligibility requirements, and prepares written assessments and application summaries recommending approval or denial to management
- Confers with management on legal and complex issues relating to applications and compliance
- Interprets policies and guidelines of City's certification programs and contract compliance requirements and regulations to lower level staff, contractors, business owners, and departmental managers
- Participates and leads outreach events/efforts on behalf of unit to provide information and promote the City's certification and compliance programs; leads workshops, providing technical assistance and information to participants to explain the application process and certification and compliance requirements
- Meets 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
- Conducts and oversees site visits of construction projects to monitor contract compliance with MBE/WBE requirements, EEO and CRO guidelines, and other federal, state, and local requirements
- Conducts close-out audits to evaluate overall contract compliance by vendors
- Provides training to lower level staff on division's operating and work procedures

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- 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 four 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**

Moderate 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 procedures

Some knowledge of:

- 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

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- 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