

SNOHOMISH COUNTY CLASS SPECIFICATION

COMPLIANCE ASSISTANT

Spec No. 2050

BASIC FUNCTION

To assist in the monitoring of contractor and subcontractor compliance with state, federal and local regulations. (This classification handles smaller less complex projects than the Compliance Officer).

STATEMENT OF DUTIES

1. Participates in pre-bid and pre-construction conferences to inform contractors of required documentation, Equal Employment Opportunity requirements, training goals and minority business requirements.
2. Monitors project related documents for compliance with required contract specifications including prevailing wage rate standards, Equal Employment Opportunity Goals, payment of benefits and required apprenticeship programs.
3. Assists contractors in achieving compliance by identifying exceptions and providing information on guidelines as necessary.
4. Monitors employee wage interviews for correct wage rates; compares rates reported to rates listed on payroll records; solicits written confirmation of wage rates as necessary.
5. Reviews contractor's submittals and maintains records of construction projects as required.
6. Prepares computerized spreadsheets and ledgers to prepare payments and document quantities of materials used in construction projects.
7. Computes labor, material and equipment costs for contractor reimbursement on change orders and extra work.
8. Prepares monthly payments for each contractor from information provided by project engineers; utilizes computerized spreadsheets and ledgers to document quantities of materials utilized in construction projects.
9. Posts required employment information at project sites.
10. Prepares required reports on project status and maintains related information.
11. Performs related duties as required.

MINIMUM QUALIFICATIONS

An Associate of Arts degree in accounting, business administration; OR, two (2) years of technical accounting experience; OR, any combination of training and/or experience that

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provides the required knowledge and abilities. Prior computer experience is preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- bookkeeping and accounting procedures;
- personal computers and software; standard office procedures and practices.

Ability to:

- operate IBM-PC and use software program relevant to duties;
- communicate effectively both orally and in writing;
- develop and maintain effective work relationships with contractors, department staff and governmental agencies;
- interpret and enforce procedures, rules and regulations of Public Works contracts;
- work independently;
- maintain necessary records and prepare required reports;
- exercise good judgment.

SUPERVISION

The employee receives supervision from the Contract Specialist. The work is carried out independently in accordance with instructions, established policies, contractual guidelines and accepted practices.

WORKING CONDITIONS

The majority of work is performed in the usual office environment with occasional 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: November 1990
Pay Grade: 308 - Clerical Pay Plan
EEO Category: 5 - Paraprofessionals
Workers Comp: 5306 Non-Hazardous