

# **JOB OPENING NOTICE**

## **Position: Compliance Agent**

Based in Sacramento, California

**Salary: \$2,557.35 per week + excellent benefits; Full-time (M-F)**

## **Job Description:**

The Operating Engineers Local Union No. 3 Heavy & Highway Trust dba NorCal Construction Industry Compliance (NCIC) is seeking a motivated, self-starting individual to carry out the duties in the interest of the entity's mission to ensure compliance with all applicable state and federal labor laws governing the construction industry. The selected candidate will work independently and as part of a team. This position requires frequent travel across various Northern California counties.

## **Minimum Requirements:**

- Two years background or knowledge of Davis Bacon, California prevailing wage and California labor code.
- Two years background or knowledge of the construction industry (highly preferred).
- Must possess intermediate to advanced computer literacy skills (proficiency in MS Office Suites).
- Must possess a valid driver's license with a clean driving record.
- Bilingual in Spanish (preferred, but not required).

## **Essential Functions:**

- Monitor construction projects to ensure compliance with various California laws, including but not limited to state and federal prevailing wage laws, OSHA, etc.
- Review certified payroll records and other source documents to determine compliance with the required prevailing wage laws.
- Communicate tactfully and effectively with workers on and off project sites, and obtain affidavits as necessary.
- File formal complaints and other correspondence including detailed cover letters summarizing alleged violations with applicable state enforcement agencies.
- Attend educational trainings and seminars in an effort to adapt to continuously changing labor laws.
- Work cross-functionally with external stakeholders, affiliated entities and community partners to ensure alignment on key initiatives.
- Organize and maintain electronic and physical files, keep track of and be accountable for monthly activities.
- Other related duties as assigned.

## Other:

- Excellent work ethic
- Attention to detail and accuracy
- Strong verbal and written communication skills
- Ability to work both independently with minimum supervision and as part of a team
- Professional in attitude, appearance, and presentation
- Dependable and ethical

Please express your interest in this position by submitting a resume and a cover letter to Debbie Terry at [dterry@norcalcic.org](mailto:dterry@norcalcic.org). Submissions must be received no later than 5pm on February 15, 2024.

*NCIC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*