



## POSITION DESCRIPTION

<b>JOB TITLE:</b>	<b>LCP Analyst/PLA Administrator</b>	<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>DEPARTMENT:</b>	<b>Labor Compliance</b>	<b>WORKER'S COMP CODE:</b>	<b>8810</b>
<b>REPORTS TO:</b>	<b>Labor Compliance Officer</b>	<b>EEO-1 JOB CODE:</b>	<b>5</b>
<b>LOCATION:</b>	<b>San Diego</b>	<b>APPROVAL DATE:</b>	<b>6/30/11</b>

**SUMMARY:** The LCP Analyst/PLA Administrator is responsible for managing Labor Compliance Program (“LCP”) and Project Labor Agreement (“PLA”) projects from pre job activities through completion. In addition, the LCP Analyst/PLA Administrator will complete tasks assigned to him/her by the Labor Compliance Officer and Vice President of Labor Relations.

**ESSENTIAL ACCOUNTABILITIES:** *The following are intended to be examples of the accountabilities for which the person in this position is responsible. This position description is not intended to be complete or all-inclusive and does not preclude management from assigning other or related functions if such functions are a logical assignment for the position.*

- Review of electronic and hardcopy certified payroll reports for compliance with state and federal prevailing wage and apprenticeship requirements.
- Participate in pre-bid and job start meetings to ensure contractor understanding of LCP and PLA requirements
- Identification auditing and reporting of potential public works labor compliance violations.
- Manage and interpret the applicable LCP Program Manual and/or Project PLA
- Collect, store, and distribute Letters of Assent from each contractor performing work on PLA covered projects
- Utilize certified payroll data to determine compliance with PLA manpower composition (apprentices, core employees, etc.) on applicable projects
- Monitor union and contractor compliance with dispatch procedures and use of the Craft Employee Request Form
- Conduct on-site project investigations including worker interviews and verification of adherence to the PLA core worker and assignment forms.
- Creation of written correspondence using relevant software to notify clients, contractors and subcontractors of labor compliance or PLA deficiencies and corrective action needed.
- Attend and participate in LCP and PLA presentations to the public, contractors, labor organizations, and awarding agencies as requested
- Practice effective records management skills to manage flow of project labor compliance and PLA documents.
- Create and submit monthly, quarterly, and annual reports as required by the Client, PLA and/or funding source.

### **SECONDARY ACCOUNTABILITIES:**

- Complete special projects as directed by the Labor Compliance Officer or VP of Labor Relations.
- Other duties as assigned.



**QUALIFICATIONS:**

- A four-year degree from a recognized accredited college, preferably in business or accounting
- A minimum of 2 years' experience in a lead or analyst position
- Extensive understanding of Labor Compliance and Project Labor Agreement policies, procedures, and practices
- In depth understanding of the California Labor Code pertaining to Public Works Projects
- Experience performing audits on certified payroll documents
- Experience calculating fines/penalties in regards to audits
- Experience analyzing documents using critical thinking
- Ability to effectively work with various government agencies and union organizations
- Must possess excellent written and verbal communication skills
- Must possess a strong working knowledge of computer programs such as Excel, Word, and Outlook. Familiarity with SharePoint is desired.
- Must be able to work independently and complete tasks with little or no supervision
- Must be detail-oriented

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is regularly required to use hands to finger, handle, or feel. Employee must be able to use a computer keyboard, mouse and calculator. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision and ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will typically be exposed to a standard office environment. Some travel to client sites and examination of the work sites may be required. The individual in this position is occasionally exposed to moving mechanical office machines. The noise level in the work environment is usually moderate.

***By signing below, I acknowledge that I have read and understand the position description and accept responsibility for meeting the demands of the job. It is further recognized that the duties and responsibilities of my position may change over time and that the position description will be reviewed on a periodic basis.***

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date