

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: EXECUTIVE

POSITION: COMPLIANCE REVIEW SPECIALIST

POSITION SUMMARY

The Compliance Review Specialist position is housed in the Performance and Compliance Division of the Urban Redevelopment Authority of Pittsburgh's (URA) Executive Department. The position is responsible for the accurate review of federal/state labor classifications and hourly rates paid to laborers reported on certified payrolls submitted by developers/contractors on all federal/state assisted construction projects funded and/or managed by the URA. Knowledge of federal and state prevailing wage standards is required or other payroll experience. The Compliance Review Specialist must be able to work independently and as part of a team in accordance with well-established standards and procedures, and will be required to coordinate activities with other URA personnel, developers/borrowers and their contractors/subcontractors, and outside funding source representatives. The Compliance Review Specialist will also be expected to learn various URA internal functions to complete general assignments.

ESSENTIAL FUNCTIONS

- Determine applicability of federal/state wage rates for construction and demolition projects/contracts being funded and/or managed by the URA and obtain applicable wage determinations for these projects
- Conduct prevailing wage preconstruction conferences to instruct developers/borrowers, contractors/subcontractors of their obligation to comply with the federal/state labor standards and contract compliance provisions
- Monitor wage certifications to ascertain that: predetermined wage rates are paid; workers are properly classified; overtime, fringe benefit and apprentice requirements are met; and payroll deductions conform with regulations
- Assist developers/borrowers in handling claims and disputes concerning labor standards/contract compliance requirements; work with contractors/subcontractors to correct any violations; and prepare any reports required as a result of violations
- Maintain project file documentation in a neat and orderly manner to attest to all administrative and enforcement activities, and assist with the periodic review by outside sources including auditors and consultants
- Perform labor compliance field inspections to verify the accuracy of certified payrolls to actual employees on payrolls
- Assist with periodic reviews by external entities and regular site visits for all active projects to determine compliance with contract conditions

- Save URA Housing Department insurance binders and financial statements in Portfol (software used by URA)
- Enter URA Housing Department projects' key financial statements ratios into the appropriate Portfol screen
- Assist periodically with analyzing financial statements would be a plus
- Perform such other duties as may be required and assigned

QUALIFICATIONS

This position, which is at-will and non-union, and requires a Bachelor's Degree in Public Administration or a related field, and a working knowledge of federal, state and local regulations pertaining to compliance or payroll experience, and at least two years' experience in a similar capacity; familiarity with URA programs is a plus. Excellent communications and problem solving skills are required as well as the ability to develop and maintain good working relationships with URA staff, borrowers, developers/contractors, and other outside sources. The position requires the ability to coordinate activities with others. Proficiency in basic computer skills and familiarity with general office software packages such as Microsoft Office, Word, Excel, and Access is required. Training for Portfol and other databases deemed necessary to perform the duties required will be provided. Another combination of education, experience, knowledge, and abilities demonstrating the qualifications listed above would also be considered.

SALARY

Range: \$40,000 - \$50,000

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.

AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.

Please send resume and letter of interest to:

**Columbus C. Brooks, GCDF
Human Resources Manager
Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 12th Floor
Pittsburgh, PA 15219
Phone: 412-255-6655; Fax: 412-255-6617;
email: cbrooks@ura.org**