



# CITY OF BRIDGEPORT, CONNECTICUT

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The City of Bridgeport is now accepting submissions for the position of

## **CONTRACT COMPLIANCE OFFICER**

### *Public Facilities*

**Salary and Benefits: \$66,142.00 per year.** This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; these benefits include retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits. This is a unionized position.

**To Apply:** Please email a **cover letter, resume, the supplied application and three (3) professional references** (name & contact information only) to [COB.Jobs@BridgeportCT.gov](mailto:COB.Jobs@BridgeportCT.gov).

**Accepting complete submissions until the position is filled.**

*(Any/all changes to this opening shall be at the discretion of the City of Bridgeport)*

### *Municipal Profile*

The City of Bridgeport is in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The city has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

### **GENERAL STATEMENT OF DUTIES**

The position is responsible for assisting in Labor contract pre-negotiation preparations, wage and salary surveys, analysis of prior year contracts, developing bargaining strategy with Department Director/Supervisors, developing, and recommending tactics and negotiating guidelines to the Director. Further, the position is responsible for ensuring that the proper implementation of all labor contracts are adhered to by all Department Directors/Supervisors.

**SUPERVISION RECEIVED:** Acts under the supervision of the Department Head.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- The position shall effectively administer, monitor and enforce all rules and regulations governed by the City's Minority Business Enterprise Program, the City Ordinance Section 102-1 through 102-14, and Section 3.08.120, 312.010 through 3.12.120, et seq (an ordinance to ensure Equal Employment Opportunities by Contractors and Suppliers doing business with the City, or as they may be amended), to ensure the provisions of equal employment opportunities and affirmative action by physical development contractors and suppliers doing business with the City.

- To issue and develop with the approval of the City Council, such rules, regulations and orders as necessary for carrying out and implementing the aforementioned public policy.
- To provide the Office of Planning and Economic Development with services including reporting and tracking to all appropriate authorities in order to implement and monitor compliance-related obligations associated with HUD funding including but not limited to the Housing and Community Development Act of 1974 and the Cranston-Gonzalez National Affordable Housing Act, as amended.
- To provide all City agencies with compliance-related technical assistance as may be required to carry out state and federal mandates, as well as provide appropriate coordination in implementing all applicable City departmental and agency regulations affecting physical development programs.
- Review and enforce specifications, solicitations of offers, or invitations to bid, in order to verify the inclusion of pertinent Contract Compliance-related issues: Anti-discrimination provisions, Labor Standards mandates, Minority Business Enterprises, Women Business Enterprise and Disadvantaged Business Enterprise requirements.
- Responsibility to insure sufficient and appropriate outreach to MBEs, WBEs and DBEs in coordination with Purchasing and other city departments and agencies to advance the City's commitment to increase MBE, WBE, and DBE participation. Participate in all Bid Openings for physical development projects to ensure that companies doing business with the City are made aware of their contract compliance obligations as well as the penalties for non-compliance on City-related projects.
- Conduct pre-construction conferences to review compliance-related obligations including Davis-Bacon and other labor standards provisions, affirmative action and equal opportunity employment, record keeping, and reporting requirements associated with City-related projects. Monitor physical development projects by appraising all contracts, monitoring and enforcing labor standards requirements, including certified payroll-related reporting; addressing compliance concerns(i.e, formally advising contractors how to address wage restitutions, and other wage and hour violations); and directing major violations to the appropriate state and federal agencies.
- Supervise all investigations as required by law, rules, regulations, and orders of the Equal Opportunity Ordinance of the City Charter, and in the event of non-compliance, recommend to the appropriate authority that proceedings be instituted. Enforce all minority contracting and subcontracting goals established by ordinance, City Council or the Mayor in coordination with Purchasing Department.
- Expand the responsibilities as Contract Compliance Officer, as such concerns those duties related to the expanded school construction program, as well as all related construction and/or purchasing activity within the purview of the Contract Compliance Officer position.
- Conduct site visits as part of labor standards administration as well as monitor to ensure MBE, WBE, and DBE participation.
- Prepare monthly compliance reports and other reports as may be required to meet State and Federal funding regulations.

## **MINIMUM EDUCATIONAL REQUIREMENTS**

- College degree in Public Administration, Education or related field, at least Bachelor's degree, preferred Master Degree.
- Minimum of five years experience working in a public sector, in administration of programs and/or labor enforcement policies.
- Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to meet and deal effectively with clients, associates, and the general public.
- Data Analysis and writing skills are required.
- Experience with contract compliance-related laws and/or policies.
- Knowledge of the community.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.*

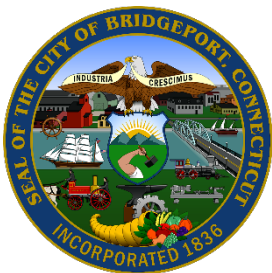
- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.

*This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position.*

*This position will require a pre-employment medical examination and drug testing.*

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:  
CIVIL SERVICE COMMISSION  
45 LYON TERRACE  
BRIDGEPORT, CT 06604  
TELEPHONE: (203) 576-7103



CITY OF BRIDGEPORT, CONNECTICUT  
**CIVIL SERVICE COMMISSION**

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

**Employment Application**

Position Applied for		Date	
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APPLICANT INFORMATION								
Last Name				First Name			M.I.	
Mailing Address						Apartment/Unit #		
City				State			ZIP	
Phone				E-mail Address				
Commercial Drivers License (CDL) (Yes/No)				CT Drivers License (Yes/No)				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?					

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT					
Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

DEMOGRAPHICS					
For the purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.					
<b>GENDER:</b>	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO <input type="checkbox"/>		
<b>ETHNICITY:</b>	WHITE <input type="checkbox"/>	ASIAN <input type="checkbox"/>	BLACK or AFRICAN AMERICAN <input type="checkbox"/>	AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/>	
NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>		TWO or MORE RACES <input type="checkbox"/>		OTHER <input type="checkbox"/>	

DISCLAIMER AND SIGNATURE			
Signature			Date

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.