

Title: Wage Compliance Office/Inspector
Agency: City of Philadelphia, Labor Standards Unit
Salary: \$41,000
Type: Exempt, Full time position; must establish residency in the City of Philadelphia within 6 months of appointment.
Contact: Perritti DiVirgilio
Deadline: Open until further notice

Wage Compliance Officer/Inspector

GENERAL DEFINITION:

This position serves as a Wage Compliances Officer/Inspector of the Labor Standards Unit, responsible for the monitoring and enforcement of Davis Bacon Wages, Department of Labor and Industry Wages and City of Philadelphia Prevailing Wages.

The Wage Compliances Officer/Inspector of the Labor Standards Unit is responsible for monitoring certified payrolls submitted on a weekly basis for compliance and also visiting job sites to interview employees. Assignments are received from, carried out for, and reported to the Director of the Labor Standards Unit. This work is frequently related to activities carried out by the City's internal administrative departments. In addition, this position represents the Labor Standards Unit at meetings when required and appropriate. This is a professional position requiring experience with fiscal, and contract management, with exceptional attention to detail and communication skills. The position is an integral part of the Labor Standards Unit.

The primary responsibilities of the position include:

- Serve as the Wage Compliances Officer/Inspector of the Labor Standards Unit. This involves accounting, and management of certified payrolls.
- Take an active role in learning all the regulatory requirements of Davis Bacon, ARRA and Section 17-107 of The Philadelphia Code.
- Apprise senior officials of compliance related issues.
- Provide professional assistance and project management on various duties as assigned by the Director of Labor Standards.

PERSONAL ATTRIBUTES:

- A high energy, results oriented individual who can make a difference; an individual who takes initiative, makes things happen, accepts accountability and has a "can do" attitude; has a sense of urgency.
- Decisive; able to process facts and circumstances and make quick decisions that are in line with the goals and objectives of the Labor Standards Unit.
- Action oriented; an individual not afraid to roll up his/her sleeves and get into the details of the operation.
- Must be a team player with strong interpersonal skills who is capable of working both independently and collaboratively.
- Excellent written and verbal communication skills.
- Consistently demonstrates sound judgment.

- Analytical – and able to use analysis to assist in making decisions.
- Consistently meets deadlines and is able to handle several projects simultaneously.

GENERAL EXPERIENCE AND EDUCATION:

Experience in Microsoft word and excel. Minimum of three to five years' experience in the building and construction field. Must have a valid driver's license. High school degree or equivalent required.

APPLICATION PROCESS:

Please submit a cover memo and resume to Perritti.DiVirgilio@phila.gov.