



Code: 1506

Family: Procurement

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Purchasing and Supply

CLASS TITLE: MANAGER OF CERTIFICATION / COMPLIANCE

CHARACTERISTICS OF THE CLASS

Under direction of a Deputy Procurement Officer, manages and directs the work functions within the Department of Procurement Services' Certification and Compliance Division

Supervises staff and establishes work procedures for the accurate and effective evaluation of applications from businesses seeking certification from the City as a minority-owned and women-owned business enterprise (MBE/WBE), a Disadvantaged Business Enterprise (DBE); BEPD (business enterprise owned by People with Disabilities), or ACDBE (airport concessions disadvantaged business enterprise);

Oversees the monitoring of certified businesses for compliance with contract requirements and applicable municipal, state and federal laws, and performs related duties as required

ESSENTIAL DUTIES

- Reviews reports and recommendations prepared by staff regarding the approval or disapproval of applications from business enterprises seeking certifications (e.g. MBE/WBE, DBE, BEPD), ensuring that approved businesses meet certification requirements
- Assigns work and monitors the work of Certification/Compliance Officers, ensuring that the review and analysis of applications and support documents (e.g. tax returns, financial records) comply with established work policies and standards
- Provides direction to Senior Certification / Compliance Officers on legal and complex issues relating to approval or disapproval of certification to business enterprises, issues relating to contract compliance, and enforcement of non-compliance sanctions
- Interprets policies and guidelines of City's certification programs and contract compliance requirements and regulations to subordinate staff, contractors, business owners, and departmental managers
- Provides oversight and participates in the planning of outreach events and works with staff in providing information and promoting the City's certification and compliance programs; oversees and participates in conducting workshops to explain the application process and certification and compliance requirements
- Meets with contractors and city personnel to explain M/W/DBE, EEO (Equal Employment Opportunity), CRO (Chicago Residency Ordinance) contract compliance and reporting requirements and penalties for non-compliance
- Oversees and monitors staff conducting site visits of construction projects to monitor contract compliance with MBE/WBE requirements, EEO and CRO guidelines, and other federal, state, and local requirements
- Reviews reports submitted by staff conducting close-out audits to evaluate overall contract compliance by vendors
- Prepares comprehensive reports on work activities for management use; as part of management team, provides input on long term planning and policy development
- Plans and implements on-going training and staff development programs for subordinate staff
- Conducts performance evaluations and initiates disciplinary procedures as required; participates in the hiring of staff; performs other administrative functions relating to the management of staff

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NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a directly related field, plus six years of professional work experience involving the review and analysis of financial records, **OR** program auditing/monitoring work, **OR** work involving fact finding analysis and investigative research and reporting, or an equivalent combination of training and experience provided that the minimum degree requirement is met

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- City policies and requirements regarding DBE/MBE/WBE programs
- applicable federal, state, and local laws and regulations affecting diversity supplier programs
- applicable computer software packages and applications
- procurement practices and procedures
- City's purchasing policies and procedures
- contract processing and monitoring

Moderate knowledge of:

- supervisory and management methods, practices and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

CLASS TITLE: MANAGER OF CERTIFICATION / COMPLIANCE

- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING – Monitor and assess performance of one’s self, other individuals, or organizations to make improvements or take corrective action
- MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop, and direct people as they work and identify the best people for the job
- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
April, 2012