



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

Build a career while building a better community. Rewarding careers in Public Service start here!

LABOR STANDARDS COMPLIANCE MANAGER

New York State Homes and Community Renewal (HCR) fosters the creation and preservation of high quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Andrew M. Cuomo and Commissioner RuthAnne Visnauskas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low and moderate income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement and family-friendly policies.

In anticipation of passage of Governor Cuomo's historic \$10 billion proposal to create 100,000 affordable housing units across the state over 5 years, HCR is currently seeking to fill a wide variety of positions. Please see our website www.nyshcr.org for more information.

The Office of Economic Opportunity & Partnership Development has been in operation for six plus years. This office is responsible for monitoring the procurement activity of the integrated housing agencies which includes six Public Authorities and one Executive Agency. The primary goal is to ensure economic opportunity within the HCR structure for MWBEs statewide, which includes outreach, technical assistance, strategic planning, monitoring and reporting. With the Governor's mandate of 30% MWBE participation and a 6% SDVOB participation, the task has intensified.

DUTIES:

- Educated and Knowledgeable in the federal labor provisions on contracts covered by DBA
- Serve as Davis-Bacon Contracting Officer for HCR
- Review all applications to determine if Davis-Bacon applies to the project
- Review solicitation language and documents for compliance to federal requirements
- Procure, manage, and oversee consultant firms contracted to provide Davis –Bacon compliance monitoring services, when necessary
- Review past business and performance practices of all contractors on projects, including, but not limited to integrity issues, investigations and compliance with the Davis-Bacon Act and all related regulations



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- Maintain internal procedures for all F&D Davis-Bacon projects, by instituting and consistently executing policies and procedures, making compliance part of DHCR's culture
- Identify DBA Requirements of project via pre-bid review for appropriate pricing for work classification, project location
- Prior to Construction start, schedule and preside over a meeting with General Contractor, legal, finance/accounting and project management, to confirm that all involved understand their responsibilities under the Davis-Bacon Act and related federal statutes. Review issues regarding compliance requirements, explain requirements for Prime Contractor and subcontractors to register with Elation Systems
- Respond to audits, requests & inquiries by HUD and US DOL that involve Davis-Bacon procedures and documentation
- Serve as primary contact for developers & contractors for questions related to wage decisions & regulations on new and ongoing projects
- Administrate and enforce federal labor provisions on all contracts covered by DBA
- Provide labor standards pre-construction advice and support to prime contractor
- Enforcement of contract compliance deadlines
- Investigate and resolve questions re: proper application of federal laws, regulations and guidance
- Develop Deficiency Reports and conduct follow-up
- Verify that corrections are made to any violations, ie: under- reported trades or missing trades
- Notification (written) to prime contractor of any underpayments discovered via comparison of worker interview/payroll review or other reviews
- Keep key personnel in the compliance process, to seek guidance, input when necessary. This would include, but not be limited to individuals from contract unit, human resources, legal, finance/accounting and project management
- Remain current with knowledge regarding Davis-Bacon Act and any other regulations that effect DHCR projects
- Have a thorough understanding of the past, present and future of Davis-Bacon Act regulations
- Coordinate procedures for the implementation of an Equal Employment Opportunity compliance monitoring program, according to Article 15A, Executive Order 162 and all other relative laws and regulations relating to EEO.
- Manage other assigned projects as necessary

QUALIFICATIONS:

Three years of experience in the review, investigation, and/or evaluation of compliance with Davis Bacon/prevaling wage laws, rules, and regulations; in the planning, development, implementation, and review of programs dealing with Davis Bacon/prevaling wage program coordination; or in the development and administration of programs designed to ensure compliance with Davis Bacon/prevaling wage in the public or private sector.

Graduate and undergraduate credits may be substituted on the basis of 30 credit hours for each six months of experience, not to exceed one year of experience.



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This job description is not intended to be all-inclusive and employee will expected to perform other reasonably related duties as assigned.

What we offer:

- Exciting opportunity to be part of New York's resurgence to greatness;
- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunity for dedicated professionals.

**TO APPLY, please send resume and cover letter to: Jobopportunities@nyshcr.org
Please include the name of the position that you are applying for in the subject line.**

New York State is an Equal Opportunity Employer (EOE)