



Compliance Officer- Local Hiring Law **Position Announcement**

Posting Date: 12/7/2021

Classification: Professional Services

Functional Job Title: Compliance Officer- Local Hiring Law

FLSA/Bargaining Unit: Exempt/MAPS- Non- Represented

Grade/Salary Range: 923 (Low \$70K)

Location: 417 E. Fayette Street, Baltimore MD 21202

Status: Full-Time

About City of Baltimore, Mayor's Office of Employment Development:

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

Position Overview:

Examine, evaluate, and investigate conformity with the local hiring laws and regulations governing contracts with the City of Baltimore, and perform other compliance and enforcement inspection and analysis activities. Apply local hiring law rules and regulations and procedures, and monitor city contractors to enforce local hiring law requirements.

Essential Duties and Responsibilities:

Monitors upcoming and newly-awarded city contracts for applicability under the local hiring laws.

Enforces and ensures adherence to the local hiring laws, regulations, and policies for city contracts.

Explains and interprets the local hiring laws, regulations, and policies for other governmental officials and personnel, employers, contractors and other interested parties, including some public speaking at pre-bid and pre-construction meetings.

Collaborates with other city government personnel to assess completion of bid requirements under the local hiring laws.

Investigates violations of and ensures compliance with local hiring laws and regulations; conducts interviews and analyzes documents to obtain information for use in enforcement and compliance activities.

Follows up with employers who report new hires but did not post a job with MOED as required to remind them of the requirement and take appropriate next steps based on patterns of practices.

Researches employers' and contractors' past practices related to local employment opportunities and compliance with the local hiring laws.

Collects data for use in enforcement and compliance activities, including Wage and Hour documentation.

Completes and edits forms – web-based or .pdf – required in the local hiring laws' processes.

Compiles and assembles reports for submission to government agencies and superiors.

Drafts correspondence for the signature of superiors and others.

Knowledge, Skills and Abilities:

Knowledge of the principles and techniques of administration.

Knowledge of customer and personal service principles.

Skilled in the use of computer software, including: learning new software, Excel (intermediate), Outlook (intermediate), database or customer relationship management software (intermediate).

Skilled in written and verbal communication.

Skilled in organization of competing priorities.

Ability to conduct interviews to obtain information.

Ability to investigate situations and extract and organize facts with an attention to detail.

Ability to present and defend findings.

Ability to apply and interpret rules, regulations and procedures with inductive reasoning.

Ability to gain the cooperation of and cooperate with others.

Ability to deal effectively with government officials and personnel, representatives of private organizations, community groups and others.

Minimum Required Education and Experience:

Bachelor's degree in related field from an accredited college or university and two (2) years of experience in program evaluation, coordination, planning, or supervision, or public sector procurement or a related field.

Equivalencies - Equivalent combination of education and experience.

Additional Requirements:

- Access to a computer or laptop with a microphone and camera and high-speed internet capabilities
- Ability to pass a mandatory criminal background check and drug screen
- Ability to work onsite & remotely hours between 8:30am- 4:30pm.
- Access to public or private transportation to sites across Baltimore city.

All interested applicants may apply via this [link](#)

City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider