COMMUNITY PROGRAM SPECIALIST III - PLA Coordinator (PLA)
Salary $2,344.02 - $3,184.50 Biweekly
Location City of Long Beach, CA
Job Type Unclassified - Full-Time, Permanent
Department Economic Development - (UC)
Job Number ED18-039
Closing 11/26/2018 11:59 PM Pacific

DESCRIPTION
The City of Long Beach, has openings for Community Program Specialist III (PLA Coordinator). Under general supervision, the Career Specialist performs a full range of professional job duties related to the City of Long Beach's Project Labor Agreement (PLA) program, and provides strategic support to businesses looking to add to their construction workforce. The position requires local travel throughout the organization's service area, including locations in Long Beach, Los Angeles and Orange County.

The City's PLA was approved for all construction projects over $500,000 for a period of five years by City Council and became effective on May 22, 2015. The PLA requires all contractors, and subcontractors to comply with all the applicable laws, and regulations requiring the payment of prevailing wages and all contractors are to be bound to the agreement whether they are union or non-union.

EXAMPLES OF DUTIES
Coordinates the City's PLA program and serves as the PLA Coordinator;
Oversees the PLA for all construction work covered under the PLA in accordance with the terms and conditions of the PLA;
Reviews specifications for projects to determine if PLA is applicable;
Reviews applicable RFPs to ensure PLA language is included;
Participates in pre-bid meetings, pre-award evaluations, pre-construction meetings, and pre-job jurisdictional meetings as well as weekly progress meetings to ensure PLA and workforce compliance;
Assists with coordination of the Pre-Job Conferences and helps contractors with hiring plan;
Responds to inquiries related to the PLA in a courteous manner;
 Provides technical support as necessary to stakeholders concerning the PLA;
Reviews Certified Payroll Records and other documents that are uploaded to the web-based labor compliance software (LCP Tracker system) to confirm compliance by contractors;
Monitors, tracks data, and prepares and analyzes a variety of reports related to construction projects;
Represents the Agency in various forums and performs public outreach duties to inform public entities, special interest groups and the general public on the PLA and construction job openings;
Maintains working relationships with Contractors, unions, and stakeholders to support program compliance and resolve issues and minor disputes;
Attends regional construction meetings to promote the City's PLA program and Pacific Gateway Workforce;
Provides support to construction businesses in the form of recruitment support, skills gap analysis, workforce-based strategic planning and other services;
Performs other related duties as required.

REQUIREMENTS TO FILE
Graduation from an accredited college or university with a Bachelor's Degree in Business, Public Administration, or closely related field. Experience offering specific and substantial preparation of duties of the position may be substituted for the required education on a year-for-year basis; Minimum of three (3) years of recent professional experience in Construction, Planning, and other similar areas;
Knowledge of principles and practices of labor relations laws, prevailing wage law and code; and state and federal wage regulations related to area of assignment;
Knowledge of methods and techniques of mediation and dispute resolution;
Knowledge of Governmental protocols and relationships;
Knowledge of Construction contracting policies, procedures and administration; as well as procurement and fiscal/budget policies and procedures sufficient to analyze reports and monitor contracts;
Ability to provide excellent customer service and work effectively with employers, labor groups, and regional construction groups;
Ability to work independently with general supervision and exercise sound judgment;
Ability to work within deadlines, manage multiple assignments, and set appropriate priorities;
Proficiency in Microsoft Office, including Word, Excel, and PowerPoint (familiarity with Access also desirable);
Ability to learn and adapt to use of online labor exchange and data/case note collection system;
Experience in payroll tracking systems, such as LCPtracker;
Excellent written, verbal and interpersonal skills;
Possess valid California driver's license; vehicle and insurance.

SELECTION PROCEDURE
This recruitment will close at 11:59 p.m. on Monday, November 26, 2018. To be considered for this opportunity, applicants must submit an online application, resume, and a cover letter that reflects the scope and level of your current/most recent positions and responsibilities. To apply visit www.longbeach.gov/jobs. Following the close of the filing period, applications will be reviewed and those candidates determined to be the most qualified will be invited to participate in the selection process which will include an oral interview by a selection panel. The selected candidate will be required to undergo a thorough background and reference check. This information is available in an alternative format by request to the Department of Public Works, Personnel Division, at (562) 570-4686. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or call (562) 570-4686.
Agency City of Long Beach  
Department Economic Development - (UC)  
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Long Beach, California, 90802  
Phone (562) 570-6099  
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