



Labor Compliance Analyst

GCAP Services, Inc., a professional services consulting firm, is seeking a Labor Compliance Analyst. This position will support various consulting projects within the public contracting arena. Primary responsibilities include review of Certified Payroll Reports and related documents, identify issues of non-compliance and prepare comprehensive reports to communicate findings.

The ideal candidate will have a minimum of 3 years related experience and be analytical, organized, with a passion for working in a fast-paced environment. We are looking for a self-motivated person who has the ability and desire to collaborate with our team and quickly adopt new concepts with the goal of delivering optimal solutions to our clients.

Under the direction of GCAP's Director of Compliance Relations, the Analyst for this position will:

- Using web-based applications or hard copy documents, collect and review Certified Payroll Reports (CPR) and supporting payroll records (statements of compliance, fringe benefit statements, deductions, apprentice registration, etc.) submitted by prime and subcontractors.
- Work with appropriate agency staff on identifying applicability of state/federal prevailing wage requirements as well as providing state and federal prevailing wage rates for labor compliance support.
- Facilitate the proper reporting of prevailing wages, fringe benefits, apprentice utilization, and resolution of employee wage violations.
- Communicate with contractors to resolve discrepancies/inadequacies relative to CPR submittals.
- Conduct site visits, field observations, and construction worker interviews to monitor work classifications and actual duties performed.
- Track changes and updates to state and federal labor compliance and prevailing wage regulations and standards; apply changes/updates to the agency/client labor compliance procedures and practices.
- Assist with the development of labor compliance policies, procedures, form templates, and instructional/operations manuals.
- Develops monthly and quarterly reports summarizing findings
- Prepare and help to present labor compliance requirements at pre-bid and pre-construction meetings for contracts submit to payment of prevailing wages.
- Supports staff with client requirements, including preparing spreadsheets, documents, and emails.
- Prepare for, and provide information to comply with requests from auditors and respond to requests for certified payroll/labor compliance related documents.
- Collect and organize data, reports, spreadsheets and databases for analytical reporting.
- Perform other duties as assigned.



Knowledge/Skills

- Demonstrates ability to plan, gather, analyze and document contract and invoice data
- Strong and effective organizational and time management skills
- Demonstrates ability to listen, understand and interpret questions
- Understanding of all aspects of an outreach or training events, including but not limited to planning, communicating, facilitating, coordination, registration, reporting, analysis and design of databases, and follow up.
- Ability to present complex information in an understandable manner.
- Flexible, self-motivated, extremely well organized and detail oriented with the ability to work with large amounts of data.
- Effective verbal and written communication skills at all levels within the organization.
- Proficient in MS Excel, Word and PowerPoint.

Minimum Qualifications:

- Bachelor's degree from a four-year college or university in Business Administration, Public Administration, Finance, Accounting, or related field. 3+ years of experience in data collection and support, compliance analysis, scheduling, information management, business intelligence, data mining or reporting.