



## Labor Compliance Analyst

GCAP Services, Inc. (GCAP), a professional services consulting firm, is seeking to add a Labor Compliance Analyst to our team. GCAP is a leader in providing compliance solutions in the marketplace. We offer team members with an excellent work environment, flexible work schedules, very competitive benefits and salaries, and an opportunity to develop your career. This position will support various construction projects within the public contracting arena. Primary responsibilities include reviewing Certified Payroll Reports and related documents, conducting employee interviews, identifying issues of non-compliance and preparing 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 Vice President of Compliance Relations, the Analyst for this position will:

- Work with client to identify proper state and federal wage rates for project. Prepare checklists and present requirements at Pre-Bid and Pre-Construction meetings.
- Use web-based applications or hard copy documents, to review Certified Payroll Reports (CPR) and supporting payroll records (statements of compliance, fringe benefit statements, deductions, apprentice registration, etc.) submitted by prime and subcontractors.
- Assist client staff with helping contractors to complete project start-up documents, such as forms related to Project Labor Agreement (PLA), Community Benefits Agreement (CBA), Section 3, and apprentice related forms.
- Utilize CPR data to determine compliance with PLA requirements (apprentices, core employees, etc.).
- 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.
- Assist with the development of labor compliance policies, procedures, form templates, and instructional/operations manuals.
- Develop monthly and quarterly reports to summarize labor compliance audit findings
- Prepare for and provide information to comply with requests from auditors and respond to requests for certified payroll/labor compliance related documents.
- Perform other duties as assigned.

### Knowledge/Skills

- Strong and effective organizational and time management skills
- Demonstrates ability to listen, understand and interpret questions
- Understanding of all aspects of federal and state labor compliance regulations.



- Familiar with public works project funding sources, including Community Development Block Grant (CDBG), and HUD/Section 3.
- Understand Skilled and Trained Workforce requirements.
- Experience with presenting labor compliance related information to contractors 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.
- Familiar with web-based applications, including LCPtracker.

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 with public works construction project support, labor compliance analysis, agency and contractor support, and reporting.