

Labor Compliance Analyst

Labor Compliance Team

GCAP Services, Inc.
3525 Hyland Avenue, Suite 140
Costa Mesa, CA 92626

Dear Candidate,

GCAP Services, Inc. is seeking a permanent, **full-time** Labor Compliance Analyst to support our Labor Compliance Team in **Costa Mesa, California**. This team member will be part of our labor compliance group and will review of Certified Payroll Reports and related documents, conduct job site interviews, identify and resolve issues of noncompliance, and prepare comprehensive reports to communicate findings. Your work and dedication will support various construction projects, ensure workers on public works projects are paid prevailing wages, and support our team's continued success in this service area.

The ideal candidate is organized, analytical, personable, and passionate about ensuring fair compensation for tradesmen on public works projects. We are looking for someone that thrives in a fast-paced work environment and enjoys collaborating with and supporting their teammates. We desire a candidate with excellent customer service, communication, and soft skills with familiarity utilizing web-based labor compliance software and providing technical assistance to contractors. Our ideal Labor Compliance Analyst embraces our company values, quickly adopts new concepts, and is capable of providing peace of mind to clients by ensuring labor compliance.

Our Values



Qualifications

- 🏆 3+ years of experience in data collection, administrative support, information management, data mining or reporting, labor compliance monitoring, and scheduling
- 🏆 Experience with Community Workforce Agreements (CWAs) and Project Labor Agreements (PLAs) is preferred but not required
- 🏆 Bachelor's degree from a four-year college or university in Business Administration, Public Administration, Finance, Accounting, or related field, preferred but not required

Responsibilities

- 🏆 Utilize web-based applications such as LCPtracker or hard copy documents from contractors to review Certified Payroll Reports (CPRs) and supporting documents (fringe benefit statements, training fund contributions, statements of compliance, etc.)
- 🏆 Work with clients to identify applicable state and/or federal prevailing wage requirements and facilitate contractor compliance with identified requirements
- 🏆 Identify violations, work with contractors to resolve issues of noncompliance, and recommend withholding when necessary
- 🏆 Conduct site visits, record field observations, and interview construction workers to verify worker classifications with actual duties performed
- 🏆 Assist with the development of labor compliance policies, procedures, form templates, and instructional manuals and checklists for contractors
- 🏆 Develop monthly and quarterly summary reports on findings and violations

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- 🏆 Prepare and present labor compliance requirements at pre-bid and pre-construction meetings for public works contracts subject to payment of prevailing wages
- 🏆 Support clients by preparing spreadsheets and reports and transferring files
- 🏆 Prepare for and provide information to comply with requests from auditors and respond to requests for certified payroll and labor compliance-related documents
- 🏆 Perform other duties as assigned

Skill Set & Personality

- 🏆 Critical thinker that can gather, document, and analyze contract and invoice data
- 🏆 Active listener with keen ability to synthesize complex information, interpret questions, and provide optimal solutions to clients
- 🏆 Passionate and logical people person that enjoys planning and facilitating outreach and training events, registering participants, managing and analyzing event data, and conducting follow-up activities for participants
- 🏆 Flexible, organized, self-motivated, detail-oriented problem solver with effective time management skills and the ability to work with large amounts of sensitive data
- 🏆 Skilled verbal and written communicator that understands the value of good customer service and importance of internal collaboration with Labor Compliance Team
- 🏆 Technically skilled individual with proficiency in Microsoft Excel, Word, and PowerPoint and knowledgeable of web-based applications including LCPTracker

Salary

- 🏆 \$60k - \$70k per year

Benefits

GCAP values our employees and how they contribute to the overall success of the organization. We invest in our workforce, treat our employees with respect, and take pride in being an ethical and responsible employer. Therefore, GCAP offers the following benefits:

- 🏆 Medical, dental, and vision benefits—we cover 75% of employees' monthly medical premiums and 50% of employee deductibles
- 🏆 21 PTO days per year for junior employees and the opportunity to earn 31 days per year after accumulating key employment milestones are achieved
- 🏆 401k matching and profit sharing
- 🏆 Tuition assistance and certification allowance
- 🏆 Opportunities to attend trade conferences and participate in internal trainings
- 🏆 Participation in quarterly all-hands meetings, holiday parties, and celebratory events
- 🏆 Access to GCAP's in-office beverages and snack bar!



For more information about our company, visit our [website](#). Interested candidates please email your resume to slinn@gcapservices.com.