

# Construction Compliance Specialist

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

Dear Candidate,

GCAP Services, Inc. is seeking a permanent, **full-time, in-office** Construction Compliance Specialist to join our team in **Costa Mesa, California**. This team member will be part of our labor compliance group and will review Certified Payroll Reports (CPRs) and related documents for federal and state funded construction projects, ensure compliance with state DIR and federal Davis-Bacon requirements, as well as HUD CDBG Section 3, and the Inflation Recovery Act (IRA). The Construction Compliance Specialist will also monitor and ensure compliance with various Project Labor Agreements and Skilled and Trained Workforce requirements. 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 Construction Compliance Specialist embraces our company values and is 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

## Our Values



## Qualifications

- A minimum of 2-3 years' experience as a certified payroll specialist, construction administration labor compliance, or in a similar role.
- Ability to work on-site (this is not a remote position)
- Understanding of Labor Compliance policies, procedures, and practices
- Understanding of the California Labor Code pertaining to Public Works Projects
- Experience in performing audits on certified payroll documents
- Experience in working with LCPtracker software is preferred, but training may be provided
- Ability to effectively work with various government agencies and union organizations
- Must possess good written and verbal communication skills
- Efficient in using computer programs such as Excel, Word, and Outlook
- Detail-oriented
- Bachelor's degree from a four-year college or university preferred, but not required.

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## Responsibilities

- Review and verification of certified payroll records, fringe benefit statements, training contributions, and apprenticeship documents to determine compliance with applicable rules and regulations (submitted electronically or via hard copy documents).
- 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.
- Prepare monthly report to summarize review findings.
- Present labor compliance requirements at pre-bid and pre-construction meetings.
- Ensure projects achieve IRA compliance with applicable apprentice requirements.
- Monitor apprenticeship programs, ensuring compliance with Federal, State and Local agencies regulations, including contractor-specific Section 3 requirements and goals.

## Skill Set & Personality

- Experience working with Public Works Administration or Prevailing Wage Projects
- Experience with registered Apprenticeship programs
- Strong organizational and time management skills
- Demonstrate experience developing administrative policies and procedures
- Knowledge of Inflation Reduction Act Standards
- Demonstrate ability to handle confidential information and material with highest degree of professional responsibility
- Proficient computer knowledge and applications: Microsoft Office (Excel, Word, PowerPoint)
- Familiar with web-based applications, including LCPtracker
- Proficiency and knowledgeable of office practices, procedures, and equipment
- Ability to present complex information in an understandable manner
- Flexible and self-motivated
- Effective verbal and written communication skills

## Salary

- \$65k - \$75k per year. This will be dependent on the experience, expertise, and education of the incoming candidate.

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## 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. 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@gcapervices.com](mailto:slinn@gcapervices.com).