

Compliance Analyst I

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** Compliance Analyst I 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 desire a candidate with excellent customer service, communication, and soft skills with familiarity utilizing web-based compliance software and providing technical assistance to contractors. Our ideal Compliance Analyst 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 years' experience performing compliance related analysis and administrative functions
- 🏆 Ability to work on-site (this is not a remote position)
- 🏆 Experience with implementing and enforcing compliance related policies, procedures, and practices
- 🏆 Understanding of the California Labor Code pertaining to Public Works Projects
- 🏆 Experience in performing audits on certified payroll documents
- 🏆 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

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 relative to CPR submittals.
- 🏆 Conduct site visits, field observations, and construction worker interviews to monitor work classifications and actual duties performed.

Compliance Analyst I

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

- 🏆 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.
- 🏆 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 in a regulated industry, such as construction, finance, or insurance
- 🏆 Strong organizational and time management skills
- 🏆 Demonstrate effective communication and consultation skills
- 🏆 Demonstrate experience developing administrative policies and procedures
- 🏆 Demonstrate ability to handle confidential information and material with highest degree of professional responsibility
- 🏆 Proficient with computer applications: Microsoft Office (Excel, Word, PowerPoint)
- 🏆 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

- 🏆 \$50k - \$70k per year. This will be dependent on the experience, expertise, and education of the incoming candidate.

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 www.gcapservices.com. Interested candidates please email your resume to csalcedo@gcapservices.com.