

Labor Compliance Analyst I

Labor Compliance Team

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

Dear Candidate,

GCAP Services, Inc. is a leader in compliance solutions and is seeking a permanent, **full-time** Labor Compliance Analyst I to support our Labor Compliance Team in **Costa Mesa, California**. This team member will review Certified Payroll Reports and related documents for federal- and state-funded construction projects, ensure compliance with state DIR and federal Davis-Bacon requirements, conduct job site interviews, monitor compliance with PLAs/CWAs, and monitor CDBG/HUD Section 3 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 will have 1 to 3 years' related experience and is organized, analytical, detail-oriented, 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 teammates and supporting our clients. 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 I 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

- 🏆 1-3 years of experience as a certified payroll specialist, labor compliance analyst, construction administrator, or other similar roles including data collection, administrative support, information management, data mining or reporting, and scheduling
- 🏆 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 performing audits on certified payroll documents
- 🏆 Ability to effectively work with various government agencies and union organizations
- 🏆 Possesses good written and verbal communication
- 🏆 Experience utilizing LCPtracker software is preferred, but training can also be provided
- 🏆 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 is preferred but not required

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Responsibilities

Under the direction of GCAP's Vice President and Labor Compliance Supervisor, the Labor Compliance Analyst I will:

- 🏆 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
- 🏆 Track changes and updates to federal labor compliance and prevailing wage regulations and standards and apply updates to client compliance procedures
- 🏆 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
- 🏆 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
- 🏆 Monitor apprenticeship programs to ensure compliance with federal, state, and local agency regulations including contractor-specific Section 3 requirements and goals
- 🏆 Perform other duties as assigned

Skill Set & Knowledge

- 🏆 Experience working on public works projects and prevailing wage projects as well as experience with registered Apprenticeship programs
- 🏆 Critical thinker that can collect and analyze payroll and identify prevailing wage violations or issues of noncompliance
- 🏆 Active listener with keen ability to synthesize complex information, interpret questions, and provide optimal solutions to clients
- 🏆 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, Outlook and Teams and knowledgeable of web-based applications including LCPtracker

Salary

- 🏆 \$60k - \$70k per year

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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. 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 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 csalcedo@gcapservices.com.