

Torres Consulting and Law Group (TCLG), is a government relations, communications, and regulatory compliance consulting firm. Clients include public and private entities, nonprofit organizations, construction trades unions, labor management committees, political organizations and their partners. Clients receive full-service communications, lobbying, government relations consulting, and regulatory compliance monitoring. TCLG prides itself in highly customized, personalized service to its clients.

**Job Title: Senior Compliance Specialist**

Reports to: Managing Partner

Salary: Based on Experience, Exempt, Salaried Position

Hours: Full-time; generally Monday – Friday, 8 a.m. – 5 p.m, including some weekends and evenings; travel within the United States as business needs arise

Position Description: Manage complex compliance cases of government-funded construction projects in a self-directed environment, significant interaction with clients to develop and achieve compliance goals, proactively coordinate with government agencies to ensure timeliness of investigation for client resolution, and provide technical expertise and training for both internal and external audiences.

Job Responsibilities:

- Provide technical expertise with regard to regulatory compliance through research and analysis and prior Davis-Bacon or State prevailing wage law experience
- In coordination with management, develop and provide training of compliance processing and procedures within the Compliance Department
- Conduct Freedom of Information Act (FOIA) and prevailing wage compliance training and present prevailing wage updates and information to clients
- Conduct Wage Survey training for clients
- Create and present TCLG Prevailing Wage Initiative and Wage Survey proposals and services to potential new clients
- Assist TCLG Compliance Specialists with problematic or complex certified payroll analysis and case strategies
- Using multiple resources, research and compile detailed data related to government-funded construction projects throughout the United States
- Review and analyze technical and construction data to ensure Davis-Bacon or State prevailing wage compliance on publicly funded construction projects
- Review and analyze certified payrolls on construction projects to ensure Davis-Bacon or State prevailing wage requirements
- Research construction projects to determine funding sources.
- Develop working relationships with government agencies including, but not limited to:
  - Federal, State, and Local Contracting Agencies and Officers

- Federal, State and Local FOIA and Public Records Officers
- Federal and State Construction Apprenticeship Programs and Agencies
- U.S. Department of Labor and its State-equivalents
- Work closely with union officials and signatory contractors on Davis-Bacon and State prevailing wage compliance.
- Prepare customized and complex FOIA requests, Public Records requests and Letters of Intent and follow up with FOIA Specialists and Public Records Specialists to obtain documents in a timely manner
- Assess FOIA responses to determine whether an administrative appeal is warranted
- Strategize and determine next steps of case once initial documents and certified payroll records are received and reviewed.
- Draft and file Third-Party Complaints and Public Works Complaints
- Communicate with U.S. Department of Labor and its State-equivalents on the status of the Third-Party or Public Works Complaint
- Develop systems for tracking and monitoring data and record time-sensitive deadlines for correspondence and notifications.
- Create and proactively track correspondence through email or mail, including, but not limited to FOIA Requests, Public Records Requests, Third-Party Complaints, Public Works Complaints and inquiries submitted to government agencies and construction industry representatives.
- Develop spreadsheets, presentations, reports, meeting agendas, trip and meeting summaries and other written and verbal updates for both clients and internal staff.
- Conduct and manage conference calls, virtual and in-person meetings with clients and government agencies
- Attend Prevailing Wage Training Sessions and Industry Conferences, staying current with U.S. Department of Labor and its State-equivalents and other government agency policies and procedures
- Provide general office support as needed, including answering office phones
- Other duties as assigned

**Skills:**

- Strong organization skills, including data management, multi-tasking and activities tracking
- Strong public speaking skills
- Strong analytical and problem-solving skills
- Professional communication skills exhibited in-person, e-mail and telephone
- Ability to work independently
- Ability to communicate in writing accurately, clearly and with minimal errors
- Knowledge of the methods and techniques of legal research and the interpretation of statutes and regulations as well as skill in extracting and utilizing information from statutes, regulations, legal documents and related records

- Proactive work style and the ability and desire to assist other staff in completing tasks and tracking deadlines
- Ability to anticipate and facilitate completion of tasks
- Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook and Publisher
- Ability to work in a fast-paced environment with minimal supervision

Education and Experience:

- 5 or more years of Davis-Bacon and/or State Prevailing wage experience required
- Expert knowledge of Davis-Bacon and/or State prevailing wage and regulatory policies and procedures
- Demonstrated relationships with regulatory agencies, union officials and/or signatory contractors
- Working knowledge of basic construction terminology and/or individual construction building trades or crafts
- Post-secondary education strongly preferred

Work environment/physical demands:

While performing the responsibilities of the Sr. Compliance Specialist, the work environment is primarily within an office setting. However, as needed, work responsibilities may require participation at off-site events, travel throughout the United States, including occasional visits to construction job sites. The physical demands may require light lifting.

The above description is provided as a general summary of job responsibilities and is not a complete list of all duties to be assigned. The Firm maintains the right to amend, add or delete duties as necessary to meet the needs of the Firm.

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