



# Workforce Development Program Administrator



As part of its Commitment to Equity, SANDAG firmly upholds equity and inclusion for every person in the San Diego region. The agency has taken several bold actions and demonstrated regional leadership to ensure that safe, healthy, accessible, and inclusive opportunities are available to everyone. One such action is developing and implementing a Project Labor Agreement (PLA), also referred to as a Community Benefits Agreement (CBA), as part of a comprehensive program to foster regional workforce development.

The **Workforce Development Program Administrator** will be responsible for implementing the SANDAG Workforce Opportunities for Rising Careers (WORC) program that is designed to create meaningful and lasting career pathways for disadvantaged individuals, including women, minorities, veterans, homeless, formerly incarcerated, and other under-represented populations into the region’s working population. As part of implementing the CBA, the Program Administrator will collaborate with the San Diego County Building and Construction Trades Council to maximize opportunities for local and disadvantaged workers on SANDAG projects throughout the San Diego region.

**First Review of Applications:** December 3, 2021; this position is opened until filled  
**Expected Start Date:** January/February 2022  
**Salary range:** \$75,749 - \$117,411/year

## Job Responsibilities, Qualifications, Knowledge and Experience

The Workforce Development Program Administrator will establish, administer, and monitor the requirements of the CBA and aspects of labor compliance. This position also will build a workforce and job training pipeline for low income, homeless, formerly incarcerated, those without a GED/high school diploma, and unemployed individuals, to create greater opportunities for individuals in underserved and underrepresented communities, and by doing so, will ensure SANDAG has access to a skilled workforce to build the region’s priority projects.

### Job Responsibilities

- Administer all aspects of the SANDAG CBA program; develop initiatives including disadvantaged and targeted worker programs and procedures to ensure SANDAG adheres to the CBA.
- Provide technical expertise regarding compliance, consulting, education, best practices, and enforcement of the CBA; prepare resolutions and recommendations, and monitor grievances, protests, or any other disputes that may arise from implementation of the CBA.
- Collaborate with the San Diego County Building and Construction Trades Council to maximize opportunities for local and disadvantaged workers on SANDAG projects.
- Monitor compliance of consultants and contractors with the California Labor Code, the California Code of Regulations, Davis-Bacon and related acts, and other compliance requirements.
- Coordinate and report at labor-management meetings.
- Support administration activities within departments related to the SANDAG labor compliance program;



develop program initiatives and procedures and monitor departmental compliance.

- Facilitate accurate reporting of prevailing wages, fringe benefits, apprentice utilization, and resolution of employee wage violations.
- Develop system specific training materials and user instructional and operations guides.
- Work with project managers, resident engineers, construction managers, and vendors to ensure labor compliance regulations are in place.
- Monitor contractor/firm compliance with the CBA; review state and federal labor regulations to ensure SANDAG is compliant; administer and update escalation procedures/policies for non-compliance or violations.

### Qualifications

- A Bachelor's degree with major course work in public administration, business administration, finance or accounting, or a related field, and five years of increasingly responsible, professional program administration experience in areas such as labor compliance, prevailing wage, contracts and procurement, finance, accounting, or budgeting. A combination of relevant education and recent work experience may be considered in lieu of the bachelor's degree requirement.

### Knowledge and Experience

- Knowledge of Skilled and Trained Workforce rules and regulations.
- Perform complex, analytical, and administrative support.
- Demonstrated ability to foster strategic business partnerships and alliances with government agencies and private partners.
- Experience auditing various agreements, records, and statements to determine compliance with regulations applicable to a PLA or CBA; notify appropriate contacts when contractors are not in compliance.
- Experience issuing requests for missing and revised documentation and corresponding with the applicable contractors and consultants to ensure compliance.
- Experience investigating complaints of noncompliance with any agreement violations; experience recommending resolutions or next steps.
- Experience creating, maintaining, and updating program policies, operating procedures, and guidelines.
- Experience managing contracts, preparing budgets and schedules, tracking consultants, and project progression.
- Proficiency with Microsoft Office Suite and other PC-based applications including Excel, Outlook, and PowerPoint.
- Experience with labor compliance monitoring using the LCPTracker or comparable software system is desirable.

## Benefits and Salary

Our benefits include health, dental, and vision insurance as well as employee assistance, wellness, and work/life balance programs. Retirement and financial security benefits are provided through a pension plan and contribution to the SANDAG deferred compensation program. SANDAG offers flexible work schedules and employees are provided with paid time off and paid holidays.

## How to Apply

Interested candidates may apply for this position by completing a SANDAG Employment Application.

The Employment Application can be downloaded from the SANDAG website or by contacting [hr@sandag.org](mailto:hr@sandag.org) or calling (619) 699-1900. See our Careers / How to Apply webpage for additional information.

In compliance with the Americans with Disabilities Act (ADA), SANDAG will accommodate persons who require assistance in order to apply for a position at SANDAG. Applicants requiring an accommodation due to a disability during any stage of the recruitment and selection process, including requesting this document and related application materials in an alternative format, should make their needs known by contacting Human Resources at [hr@sandag.org](mailto:hr@sandag.org), (619) 699-1900, (619) 699-1904 (TTY), or fax (619) 699-6905.

## Further Information

In compliance with the Immigration Reform and Control Act of 1986, applicants hired by SANDAG must show acceptable proof of identity and evidence of authorization to work in the United States.

The selected candidate can anticipate a driving record check upon hire, and approximately annually thereafter. The results of the check may determine whether the selected candidate will be permitted to drive for SANDAG business.

SANDAG requires all new employees to be fully vaccinated for COVID-19 within 45 days of hire; reasonable accommodation requests will be considered.

SANDAG employees are expected to work in-person in the downtown San Diego office.

## Contact Us



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(619) 699-1900 | TTY/TDD: (888) 722-4889



[sandag.org](http://sandag.org)



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***SANDAG is an Equal Opportunity Employer***