

**Compliance**



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## Description

The Compliance Department provides compliance and enforcement support for both internal and external stakeholders in the following areas: City wage laws and labor standards, the occupational safety and health of City staff, City responses to internal and external audits, and compliance with external agency regulations. The Department also houses the Administrative Appeals program that provides appeals services to City departments. This program ensures that due process is maintained from the initial notice of hearing to the final decision.

Enforcement of the City's Living Wage, Prevailing Wage, and Minimum Wage and Earned Sick Leave Ordinances are provided by the Compliance Department's Office of Labor Standards and Enforcement (OLSE). OLSE staff ensure compliance with City wage ordinances by responding to complaints; conducting site visits and investigations; and, for those City contracts subject to Living and Prevailing Wage Ordinance requirements, conducting payroll monitoring.

Compliance Department's Occupational Safety and Health (OSH) team provides City departments with a central resource on safety standards and regulations, departmental safety plans, workplace ergonomics, and guidance on the implementation of safety protocols. This group provides guidance to safety teams in other City departments and operates as the safety team for those departments without in-house safety staff. OSH staff also work with the Risk Management department to support the City's Safety and Risk Oversight Committee.

### ***The vision is:***

To increase the quality of life for residents and City staff by enforcing labor standards and creating an internal citywide culture of safety management.

### ***The mission is:***

To serve our communities through compliance with operational best practices, City wage law, and employee workplace safety.

# Compliance

## Goals and Objectives

### ***Goal 1: Support regional prosperity through wage and labor standards enforcement***

- Collaborate with regional agencies and organizations to provide efficient and comprehensive wage and labor standard services
- Conduct data-driven, proactive labor compliance investigations
- Respond quickly and thoroughly to resident complaints and to violations discovered through wage monitoring
- Conduct education and outreach with the community to ensure workers are aware of their rights and that employers understand wage requirements and meet their obligations

### ***Goal 2: Implement, maintain, and improve City workplace safety practices***

- Facilitate City compliance with federal, State, and local safety regulations
- Regularly provide departments with safety data to facilitate ongoing improvements to employee safety programs

### ***Goal 3: Provide excellent customer service***

- Seek feedback from internal and external stakeholders to identify areas of improvement
- Respond timely to requests for service and support

## Key Performance Indicators

Performance Indicator	FY2021 Target	FY2021 Actual	FY2022 Target	FY2022 Actual	FY2023 Target
Percent of Living Wage Ordinance violations investigated and addressed within 60 days.	N/A	N/A	N/A	N/A	100%
Number of annual, proactive site visits performed, to assess contractor Living Wage compliance.	N/A	N/A	N/A	N/A	50
Percent of Minimum Wage Ordinance violations investigated within 60 days.	N/A	N/A	N/A	N/A	100%
Average number of business days to respond to a complaint of a Minimum Wage violation.	N/A	N/A	N/A	N/A	5
Percent of Prevailing Wage violations or discrepancies investigated within 30 days.	N/A	N/A	N/A	N/A	90%
Parking appeal hearings scheduled and adjudicated by a hearing officer within 90 days.	N/A	N/A	N/A	N/A	100%
Written decisions for non-parking administrative hearings, or any variance agreed to by parties, issued within 10 days.	N/A	N/A	N/A	N/A	100%
Percent of Injury and Illness logs received from City departments and reported to the Department of Labor.	N/A	N/A	N/A	N/A	100%
Percent of Vehicle/Industrial reports (Damage Report and Employee Damage Report) processed within 10 days of receipt by Occupational Safety and Health staff.	N/A	N/A	N/A	N/A	100%

# Compliance

## Department Summary

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
FTE Positions (Budgeted)	0.00	16.00	34.00	18.00
Personnel Expenditures	\$ -	\$ 2,213,819	\$ 4,401,725	\$ 2,187,906
Non-Personnel Expenditures	-	131,265	241,117	109,852
<b>Total Department Expenditures</b>	<b>\$ -</b>	<b>\$ 2,345,084</b>	<b>\$ 4,642,842</b>	<b>\$ 2,297,758</b>
<b>Total Department Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,633,363</b>	<b>\$ 1,633,363</b>

## General Fund

### Department Expenditures

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Compliance	\$ -	\$ 2,345,084	\$ 4,642,842	\$ 2,297,758
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,345,084</b>	<b>\$ 4,642,842</b>	<b>\$ 2,297,758</b>

### Department Personnel

	FY2021 Budget	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Compliance	0.00	16.00	34.00	18.00
<b>Total</b>	<b>0.00</b>	<b>16.00</b>	<b>34.00</b>	<b>18.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Transfer of the Prevailing Wage Program</b>	14.00	\$ 1,549,812	\$ 1,633,363
Transfer of 14.00 FTE positions and associated expenditures and revenue from the Engineering & Capital Projects Department to the Compliance Department.			
<b>Department Operational Leadership</b>	1.00	201,537	-
Addition of 1.00 Deputy Director to support day-to-day department operations.			
<b>Salary and Benefit Adjustments</b>	0.00	189,719	-
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.			
<b>Department Administration Support</b>	2.00	180,322	-
Addition of 1.00 Senior Management Analyst, 1.00 Administrative Aide 2 and one-time non-personnel expenditures to provide administrative support to the department.			
<b>Transfer of Prevailing Wage Personnel</b>	1.00	112,762	-
Transfer of 1.00 Associate Management Analyst and non-personnel expenditures from the Purchasing and Contracting Department to the Compliance Department.			

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Wage Monitoring System</b> Addition of non-personnel expenditures for a wage monitoring solution system to ensure City contractors comply with the Prevailing Wage and Living Wage Ordinance.	0.00	60,000	-
<b>Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	6,037	-
<b>Non-Discretionary Adjustment</b> Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	(2,431)	-
<b>Total</b>	<b>18.00</b>	<b>\$ 2,297,758</b>	<b>\$ 1,633,363</b>

## Expenditures by Category

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ -	\$ 1,522,366	\$ 2,991,051	\$ 1,468,685
Fringe Benefits	-	691,453	1,410,674	719,221
<b>PERSONNEL SUBTOTAL</b>	-	2,213,819	4,401,725	2,187,906
<b>NON-PERSONNEL</b>				
Supplies	\$ -	\$ 7,702	\$ 15,856	\$ 8,154
Contracts & Services	-	97,746	98,940	1,194
Information Technology	-	21,083	124,462	103,379
Energy and Utilities	-	3,534	659	(2,875)
Other	-	1,200	1,200	-
<b>NON-PERSONNEL SUBTOTAL</b>	-	131,265	241,117	109,852
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,345,084</b>	<b>\$ 4,642,842</b>	<b>\$ 2,297,758</b>

## Revenues by Category

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Charges for Services	\$ -	\$ -	\$ 1,633,363	\$ 1,633,363
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,633,363</b>	<b>\$ 1,633,363</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2021 Budget	FY2022 Budget	FY2023 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000012	Administrative Aide 1	0.00	0.00	1.00	\$ 45,269 - 54,528	\$ 50,811
20000024	Administrative Aide 2	0.00	0.00	1.00	52,142 - 62,833	52,142
20000145	Associate Engineer-Civil	0.00	0.00	2.00	89,669 - 108,295	199,325
20000119	Associate Management Analyst	0.00	1.00	12.00	66,197 - 79,990	805,059
20001101	Department Director	0.00	1.00	1.00	71,693 - 271,584	190,655
20001168	Deputy Director	0.00	0.00	1.00	56,929 - 209,339	159,536

# Compliance

## Personnel Expenditures

Job Number	Job Title / Wages	FY2021 Budget	FY2022 Budget	FY2023 Adopted	Salary Range	Total
20001234	Program Coordinator	0.00	3.00	3.00	34,070 - 167,127	338,056
20001222	Program Manager	0.00	4.00	4.00	56,929 - 209,339	522,322
20001042	Safety and Training Manager	0.00	1.00	0.00	77,794 - 94,261	-
20000847	Safety Officer	0.00	3.00	3.00	67,482 - 81,496	242,044
20000854	Safety Representative 2	0.00	1.00	2.00	58,806 - 71,116	140,098
20000890	Senior Civil Engineer	0.00	0.00	1.00	103,363 - 124,954	121,874
20000015	Senior Management Analyst	0.00	1.00	2.00	72,664 - 87,865	145,328
20000970	Supervising Management Analyst	0.00	1.00	1.00	79,751 - 96,633	96,633
	Bilingual - Regular					1,456
	Budgeted Personnel					(93,750)
	Expenditure Savings					
	Overtime Budgeted					3,400
	Vacation Pay In Lieu					16,062
<b>FTE, Salaries, and Wages Subtotal</b>		<b>0.00</b>	<b>16.00</b>	<b>34.00</b>		<b>\$ 2,991,051</b>

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ -	\$ 6,758	\$ 11,047	\$ 4,289
Flexible Benefits	-	171,491	367,542	196,051
Long-Term Disability	-	6,084	10,395	4,311
Medicare	-	22,027	43,088	21,061
Other Post-Employment Benefits	-	91,965	187,737	95,772
Retiree Medical Trust	-	2,964	5,785	2,821
Retirement 401 Plan	-	667	9,328	8,661
Retirement ADC	-	229,373	528,472	299,099
Retirement DROP	-	-	2,440	2,440
Risk Management Administration	-	15,915	38,445	22,530
Supplemental Pension Savings Plan	-	126,512	164,880	38,368
Unemployment Insurance	-	2,215	3,776	1,561
Workers' Compensation	-	15,482	37,739	22,257
<b>Fringe Benefits Subtotal</b>	<b>\$ -</b>	<b>\$ 691,453</b>	<b>\$ 1,410,674</b>	<b>\$ 719,221</b>
<b>Total Personnel Expenditures</b>			<b>\$ 4,401,725</b>	