Please Apply Here:
https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=ETJ

Location: 2800 W 7th Ave
Work Year: Traditional 235 work days - PROTECH/ADMIN
FTE: 1.0
Salary Range: $60,022 - $69,608 annually
Benefits:

- Health, Dental, & Vision benefits within 30 days
- District paid health care credits
- Colorado PERA Retirement
- Earn Holiday, Vacation, Sick and Personal time immediately
- Employee Wellness Program
- Professional Growth Opportunities
- Great schedule for Work/Life Balance

Essential Functions and Objectives:

The Compliance Analyst is responsible for accurate analysis of construction contracts and associated certifications. The primary goal for the Compliance Analyst is to ensure the accuracy of contractor certifications, run standard and custom reports, and monitor prompt payments between contractors.

- Monitors contract participation goals by analyzing contract data, task orders, and work orders utilizing systems B2Gnow and Lawson.
- Conducts site visits for contractors deemed high risk.
- Responds within 3 days to received solicitations concerning letters of intent, bid documents, and other compliance tasks.
- Runs standard and ad-hoc participation goals reports and submits quarterly and yearly participation reports to track progress towards annual aspiration goals.
- Determines responsive/nonresponsive bidders and proposers by analyzing letters of intent or good faith effort when applicable and makes recommendations, completing analyses within 3 business days from receipt.
- Analyzes all submitted Vendor Outreach applications and maintains Vendor Directory.
- Researches and resolves incomplete audits within 30 days of notification.
- Develops and documents functional specifications, detailing user needs to be utilized by system technical design staff in automating business processes.
- Monitors and updates backlog of older converted contracts.

Knowledge, Experience & Other Qualifications:

- Professional administrative and analytical experience that includes analyzing management problems and recommending solutions.
- Experience working with business-to-government (B2G) database and knowledge and experience in DBE, SBE, M/WBE, ACDBE, and SBCE certification programs preferred.

Working Conditions & Physical Requirements:


Education Requirements:

- Bachelor's Degree Business Administration, Public Administration, Management or related field is preferred.
- Combination of appropriate education and experience may be substituted for the minimum education and experience requirements

Other information:

Thank you for your interest in the DPS Construction Services Department. We are looking for individuals that demonstrate and share our DPS Core Values of Integrity,
Equity, Accountability, Collaboration, Fun, and putting Students First. Come join the DPS team make an impact at a great organization! DPS has become the fastest-growing large school district in Colorado and is widely recognized today as one of the best urban school systems in the country. Construction Services are part of our Facility Management department. Facility Management manages over 13.9 million square feet of enclosed building space in 160 schools located in 135 DPS owned facilities and 8 Administrative facilities, and just under 2,000 acres. 17% of our facilities are registered historic landmarks. Our vision is to be a forward-looking 21 Century Facilities Department that provides state of the art educational environments through innovation and continuous improvement. DPS is continually reforming and growing. All this growth has its challenges and we need your help. If you want to help create a welcoming environment that makes an impact on student learning, you may be a perfect fit!

Additional Information:
- Work Year Calendars (including accrued time off): http://thecommons.dpsk12.org/Page/1129
- Benefits (including DPS contributions): http://thecommons.dpsk12.org/Page/1397
- Compensation Structures: http://thecommons.dpsk12.org/Page/244
- Employee must live and work with a permanent home address in Colorado while working for Denver Public Schools.

About Denver Public Schools:

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.
Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.