



Program Manager, Labor Program Initiatives

JOB NUMBER: 14602

ORGANIZATIONAL PROFILE: The Mayor's Office of Contract Services (MOCS) has compliance and oversight responsibility in the NYC procurement process, and helps City agencies to achieve their programmatic goals; to provide technical and legal assistance to agencies and vendors; and to constantly improve contract management practices.

Several labor compliance requirements impact the City and its contractors. The City is subject to prevailing wage requirements (Davis Bacon Act, LL 220, LL 230) and Project Labor Agreements (PLA). In order to further support the contract management functions for agencies that contract with construction industry vendors, the City is looking to implement a tool to assist agencies to track payroll collection for prime contractors and subcontractors and perform data analysis for labor compliance.

JOB DESCRIPTION: The Labor Program Initiatives (LPI) Project Manager will provide project management, advisory, analytical and technical assistance for planning, coordinating and implementing interagency and agency-specific initiatives related to tracking compliance with labor program initiatives. Priority efforts may include: operational improvements; new strategies for information and data sharing, such as introducing technological systems/databases; and performance managing projects to ensure timely completion and achieving targeted outcomes. This role will report to the Deputy Director for Policy and Programs.

Responsibilities

The Mayor's Office of Contract Services will manage a team of resources to implement the new labor compliance tracking tool. The LPI Project Manager is responsible for coordination and completion of multiple and diverse projects within the LPI program. He/she will perform a variety of tasks including setting deadlines, assigning responsibilities, and monitoring and summarizing progress of a project. The LPI Project Manager will have latitude to exercise a wide degree of authority in performing this role and is expected to exercise judgment to make timely and appropriate decisions. Specific responsibilities will include:

- **Inter-and Intra-agency Coordination** — Initiate and coordinate this inter- and intra-agency project to increase overall city efficiency, collaboration, and the consistency of policy recommendations. Often resulting in the development, formulation and coordination of inter-agency working groups or task forces. The LPI team will be onsite at the contracting agency's location and project sites to review current labor compliance practices. Based on the documentation of the current process, the LPI team would work with the agencies to identify opportunities for improvement as well as any challenges. MOCS will also be part of the team to implement any suggested improvements, and will offer follow-up support to ensure continuous improvement. Agencies to be considered may include DDC, DEP, DOT, DPR and ORR.

- **Analysis and Advice** — Review and assess a high volume of complex and a range of compliance and policy issues including: Prevailing Wage, Apprenticeship initiatives, and Project Labor Agreements. Quantitatively and qualitatively assess issues and potential initiatives, including an evaluation of industry best practices. Based on that analysis, make recommendations to the First Deputy Mayor, Director of Mayor’s Office of Contract Services, and other Mayoral officials.

- **Project Management** — Manage project responsibilities, review work products, and ensure efficient progress on implementation. Specific tasks may involve:
 - **Team management**
 - Work directly with project team members to develop project plans, estimate work effort, plan, oversee and carry out activities, track progress and achieve deliverables.
 - Manage and coordinate work or parts of work done by other parties both inside and outside the Mayor’s Office of Contract Services.
 - Create and use Gantt charts, spreadsheets or other appropriate tools to manage people and tasks and keep up-to-date.
 - Provide team direction and vision, including motivating people to perform, listening to people, providing feedback, recognizing strengths and providing challenges.
 - Completing deliverables.

 - **Technical oversight**
 - The LPI Project Manager should have a general understanding of technologies used in procurement and be capable of questioning specialists and technical staff to evaluate what is reasonable or possible.

 - **Organization**
 - Manage day-to-day operational aspects of a project.
 - Identify resources needed and assign individual responsibilities.
 - Create and execute project work plans and revise as appropriate to meet changing needs and requirements.
 - Be capable of creating a structure for project documentation and remain conscientious in using it and ensuring that the project team understands and uses it.

 - **Communication**
 - Generate various project-related documents including requirement specifications, schedules, project plans, presentations, meeting agendas, minutes and status reports.
 - Develop periodic reports of relevant, compelling, and succinct project information and metrics for presentation to executive management.
 - Facilitate regular team and stakeholder meetings effectively.
 - Communicate relevant project information to stakeholders.
 - Prepare and deliver informative, well-organized presentations.
 - Resolve and/or escalate issues in a timely fashion.
 - Understand how and when to communicate difficult/sensitive information appropriately.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

- A Master's Degree or five to seven years of professional experience is required;
- Proven record of initiating and managing complex, interdisciplinary projects involving multiple stakeholders;

- Extensive experience mediating among groups with competing perspectives; overseeing (and improving the operational efficiency) of complicated organizations; and pioneering innovative solutions to intricate problems;
- Ability to think creatively;
- A willingness to consider new approaches;
- Strong written and verbal communication skills;
- Advanced knowledge of MS Office products, particularly PowerPoint, Project and Access;
- A mix of private sector and public sector experience at federal, state or large municipal government levels;
- General knowledge of and/or experience with the following labor programs: Prevailing Wage compliance in New York City (under NYS Law Section 220 & 230), Apprenticeship initiatives and Project Labor Agreements (PLA).
- An understanding of urban issues, especially New York City's politics and policies, is preferred.

SALARY: Commensurate with experience.

TO APPLY: Please submit a resume, cover letter and three (3) references to: [Candidate Application](#)

**New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers**

Women, people of color, LGBT individuals, veterans, and people with disabilities are strongly encouraged to apply. Opportunities for advancement exist, and the Office of the Mayor is committed to helping staff develop and grow.