

**OFFICE OF LABOR RELATIONS  
CONTRACTOR INDUSTRIAL RELATIONS SPECIALIST  
GS-1101-11**

**I. INTRODUCTION**

This position is located in HUD's Office of Labor Relations, which provides policy advice and guidance to the Secretary and Program Assistant Secretaries on matters pertaining to organized labor particularly the building and construction trades unions, labor statutes and regulations, and related matters.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

Represents HUD on labor matters and provides related technical assistance and guidance to the public (contractors, mortgages, mortgagors, labor organizations, attorneys, architects, engineers) to city, county, state and federal agencies and to HUD staff. This includes participation in public relationships/training seminars for HUD clientele.

Conducts labor standards compliance reviews of FHA-insured, Section 8, Section 202, Section 811, and Title VII projects. Reviews, includes examining employee interviews and contractors' certified payrolls to ensure proper job classifications, pay rates, hours of work, overtime pay, etc. Performs investigations of employee complaints and discrepancies found in records; and, in the case of violations, negotiates for voluntary settlements, recommends corrective measures, and makes final administrative disposition of findings, including preparing recommendations for debarment, hearings, and waivers of liquidated damages.

Conducts maintenance and technical wage surveys for the establishment of wage surveys for the establishment of wage rates for public housing authorities' employees and engineering firms and reviews residential wage surveys, compiles dates and summarizes for submittal to the U.S. Department of Labor for final determination.

Enforces applicable labor laws and related regulations, standards, and general conditions of the construction contracts.

Monitors labor standards compliance connected with construction activities funded by the Community Development block Grant and Public Housing Programs. Provides technical assistance and training for CDBG recommends sanctions for non-performance when appropriate.

Accomplishes specific assigned Headquarters Labor Relations objectives including but not limited to oversight of monthly and semi annual reports, summer youth employment initiatives, maintaining and updating technical information, residential wage surveys, computer data and accumulation of data for reports.

The incumbent will often work on special projects in the Office of Labor Relations (OLT) and with other OLR officers on joint projects.

### **Knowledge Required: Level 1-7**

General knowledge of HUD program statutes (as amended) and applicable regulations, including the Housing and Community Development Act of 1974, the U.S. Housing Act of 1959, the National Housing Act, the Stewart B. McKinney Homeless Assistance Act, the National Affordable Housing Act of 1990, the Native American Housing and Self-Determination Act of 1996, and other related acts and applicable laws.

General knowledge of laws, rules, regulations, notices, policies and other directives, and memoranda on labor standards, and the ability to interpret and apply them correctly and uniformly. These include the Davis-Beacon Act and the Related Acts, Contract Work Hours and Safety Standards Act, Copeland Act, Service Contracts Act, Portal to Portal Act, Miller Act, HUD and DOL regulations, DOL All Agency Memoranda, HUD handbooks, and Labor Relations desk guides and letters, notices, policy memoranda, and other directives.

### **Supervisory Controls: Level 2-4**

The CIRS is under the direction of and normally reports directly to a team leader or Field Office Director of Labor Relations and occasionally to the Regional Labor Relations Officer. The incumbent is responsible for carrying out the various functions on a limited, controlled basis and is expected to make independent judgments, recommendations and decisions on all routine, common matters related to the Labor Relations program.

### **Guidelines - Level 3-3**

Guidelines are provided in a wide variety of HUD and DOL statutes, funding programs, regulations, policies, handbooks, Departmental directives, procedures, and judicial and administrative opinions. The CIRS regularly and independently interprets and applies existing policy and regulatory guidance when conducting on-site monitoring.

### **Complexity - Level 4-5**

The work of the position requires substantial knowledge of HUD's mission, management philosophies, and program goals and objectives. The extreme diversity of HUD programs and varying thresholds that trigger Federal Labor requirements frequently results in uncertain policy and program approaches, methodology and interpretation, and conflicting requirements for which precedents may not be available.

The incumbent is responsible for interpreting and applying legislation and Labor Standards. The incumbent must be constantly aware of the standards, policies, and compliances, among industry practices, particularly across the region, as well as contractor organizations, trade unions, and state and local requirements regarding labor matters.

### Scope and Effect - Level 5-4

The scope of the work is to ensure that all HUD program activities are administered in compliance with applicable labor relation laws and regulations. Conduct prevailing maintenance wage surveys, pursuant to Section 12 of the Housing Act of 1937, as amended, and establishes appropriate wages for the housing authority. Provides technical advice and assistance on labor matters to these authorities. Conducts preliminary investigations on those cases that appear to be "willful violations" or "criminal" in nature. Provides technical assistance to the Investigating Officer until the final resolution of the case. Aids and initiates the development of jobs and training opportunities in HUD-assisted program for minority and low-income people.

### Personal Contacts - Level - 6-3

Contacts are with housing authorities, mayors, city managers, contractors, labor organizations, and other local, State and Federal Officials and HUD headquarters and field staff. Contacts are regular and essential and vary based on issues and concerns to be addressed. The CIRS is expected to deal effectively and knowledgeably with all parties, which is aimed at building on an affirmative relationship to alleviate constraints in HUD's production of housing and other community development projects.

### Purpose of Contacts - Level -7-C

The purpose of the contacts is to enforce compliance with Federal Labor Laws, ensure maximum understanding of these laws and regulations, participate in and conduct meetings/exit interviews to resolve issues in accordance with statutes, regulations, policies and established protocols. Persuade managers and other officials to accept and implement findings and recommendations on organizational improvement and effectiveness.

### Physical Demands - Level 8-1

The actual work is mostly sedentary.

### Work Environment - Level 9-1

Work is performed in an office setting.

**Total Points: 2715**

**Final Classification:** Based on the above evaluation, the final classification determination of the position is: **Contractor Industrial Relations Specialist, GS-1101-11**