

DISTRICT COUNCIL 16 LMCC COMPLIANCE INVESTIGATOR JOB DESCRIPTION

Key Responsibilities

1. Case Investigation & Evaluation

- Review and assess project information from LMCC Nevada staff and external sources to determine the need for an investigation.
- Conduct license checks, Nevada State Contractors Board, and Nevada State Apprenticeship Council (NSAC) reviews.
- Collect and verify project documentation, including subcontractor lists, proof of insurance, bonding evidence, and project timelines.

2. Document & Records Management

- Request contract documents and certified payroll records (CPRs) as necessary.
- Identify and coordinate with appropriate agency contacts to obtain required records.
- Follow up on outstanding information requests according to established timeline guidelines.
- Maintain detailed records of all communications with agencies, individuals, and third-party compliance programs.

3. Data Analysis & Compliance Review

- Examine payroll records to identify discrepancies and compliance violations.
- Determine if additional documentation is needed or if a formal complaint should be filed.
- Investigate contractor licensing status, NSAC history, past violations, judgments, and assessments before taking enforcement action.

4. Complaint Processing & Legal Coordination

- Develop and file formal complaints with relevant agencies and track case progress.
- Request on-site job logs or conduct interviews with inspectors to confirm worker counts and project timelines.
- Provide regular case updates to LMCC Nevada staff and consult with the Director and Board regarding legal escalations beyond standard retainer services.

5. Case Management & Reporting

- Maintain accurate, real-time case files (digital and hard copy), documenting all actions taken, communications, and worker statements.
- Close cases upon resolution, prepare case summaries, and archive files.
- Provide technical assistance to constituents regarding labor standards and compliance requirements.

6. Meetings & Testimony

- Attend meetings, conferences, and hearings as required.
- Testify and/or coordinate witness testimony before regulatory agencies.

Additional Requirements

- Become knowledgeable in prevailing wage laws, apprenticeship regulations, OSHA standards, and other relevant labor laws.
- Bilingual in Spanish (verbal and written) is a plus.
- Develop the ability to conduct interviews with potential claimants and witnesses, prepare testimony, and file formal complaints.
- Valid Nevada Driver's License, reliable transportation, and insurability.
- Ability to safely navigate job sites, including areas with obstacles, uneven surfaces, debris, stairs, ladders, and scaffolding.
- Capable of engaging with workers on job sites to inform them about prevailing wage laws and compliance requirements.
- Work irregular shifts to include early mornings and / or evenings on necessary occasions.