

Article 2: Administrative Code

Division 57: Compliance Department

(“Compliance Department” added 1-27-2022 by O-21402 N.S.; effective 2-26-2022.)

§ 22.5701 Compliance Department

- (a) The Compliance Department is a City department. The department is responsible for responding to internal and external audits and coordinating compliance with local, state, and federal regulations related to labor, wages, health and safety, and the environment.
- (b) The Chief Compliance Officer is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Chief Compliance Officer is the appointing authority of all personnel in the department.
- (c) The Compliance Department will operate under the direction of the City Manager. The department is responsible for performing those duties and functions assigned and directed by the City Manager, including:
 - (1) overseeing the Office of Labor Standards and Enforcement, which is responsible for:
 - (A) coordinating Citywide efforts to improve worker safety and labor standards;
 - (B) administering the City’s Minimum Wage Program;
 - (C) enforcing the City’s Earned Sick Leave and Minimum Wage Ordinance and Living Wage Ordinance; and
 - (D) administering City programs to enforce federal and state wage laws, including prevailing wage laws;
 - (2) providing Citywide oversight, training, coordination, and direction for safety practices, programs, and policies to ensure worker safety and compliance with applicable federal, state, and local laws and regulations;
 - (3) administering the City’s Administrative Hearings Program to provide the City with a method for adjudicating administrative citations issued to members of the public while ensuring due process for all those involved;

- (4) facilitating City responses to and compliance with internal and external audits;
- (5) coordinating the City’s Enterprise Risk Management efforts; and
- (6) coordinating Citywide compliance with all other applicable City policies and federal, state, and local laws and regulations, including handling some associated administrative duties.

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