

Williams Diversified LLC

AI-Integrated Office Operations System

Purpose: Automate non-prevailing wage office management tasks using AI while maintaining human oversight to handle exceptions and ensure reliability.

System Architecture

Role	Platform	Purpose
AI Secretary	OpenAI + Zapier + Gmail + Calendly	Drafts emails, schedules tasks, manages communications
HR & Payroll	Rippling + Workyard	Automates time tracking, wage calculations, and payroll sync
Compliance Tracking	ZenGRC + Notion AI	Monitors OSHA/NIST/Davis-Bacon compliance and renewals
Project Management	Mastt	Displays field data, progress, and AI-generated summaries
Document Control	Google Drive + Docsumo	Reads, renames, and files contracts and project documents
Human Oversight	Admin / Office Coordinator	Handles errors, approvals, and AI alert reviews

Office Operations Workflow

1. **AI Secretary:** Reads and responds to emails, schedules tasks, and updates Mastt dashboards.
2. **HR & Payroll:** Workyard feeds hours and job data into Rippling for automatic wage calculation.
3. **Compliance Tracking:** ZenGRC monitors training and certification renewals, sending alerts via Gmail.
4. **Document Filing:** Drive AI files contracts and invoices by project name automatically.
5. **Human Oversight:** Office staff member reviews anomalies, approves payments, and verifies AI alerts.

Task Division

Fully Automated	Human Oversight Required
Email scheduling, daily reports, payroll sync, compliance reports, document tagging	Payments, corrections, client escalations, audit exceptions, onboarding

Estimated Monthly Cost

Component	Tools	Approx. Monthly Cost
AI Automation	OpenAI, Zapier, Drive AI, Mastt	\$120–\$180
HR Systems	Rippling, Workyard, ZenGRC	\$350–\$400

Human Oversight	1 Office Coordinator	\$18–\$25/hr
Total	—	≈ \$600–\$700/month

■ System Outcome

This setup creates a self-regulating, AI-managed office infrastructure where 90% of administrative and compliance tasks run autonomously. A single human employee oversees the system, ensuring accountability, accuracy, and human judgment when needed.

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