

## LABOR LAW ENFORCEMENT SPECIALIST II-

### NATURE OF WORK IN THIS CLASS:

This is moderately complex technical work involved in the investigation and enforcement of the Wage and Hour Law, Child Labor Law, and other labor standards.

Employees in this class perform the full range of complex labor law investigation and enforcement work under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Conducts a variety of investigations to determine compliance with the Wage and Hour Law, Child Labor Law and other labor regulations.

Receives cases for investigation; reviews previous case history of the employer involved; contacts employers, employees, and others to explain the purpose of the investigation and to secure their cooperation in obtaining pertinent information.

Reviews and investigates wage claim complaints; observes work operations; analyzes job, interviews employers and employees and others; determines employment agreements entered between employers and employees and their implications; determines extent of coverage and exemptions; computes amount of back wages owed by reconstruction of records if necessary; and analyzes information obtained to detect violations.

Negotiates with employers and employees and resolves differences; conducts closing conferences with employers to explain nature of violations and recommends corrective action; and secures agreements for future compliance.

Prepares and makes reports and recommendations based on investigation findings and maintains records.

Performs related duties as required.

### MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the Wage and Hour Law, Child Labor Law and other labor rules and regulations.

Knowledge of bookkeeping principles and practices.

Knowledge of the principles and techniques of interviewing and investigation.

Ability to interpret and apply labor laws, rules, regulations and other labor law enforcement guidelines.

Ability to enforce laws and regulations with tact, firmness and impartiality.

Ability to gather, compile and analyze facts and recommend solutions to labor law investigation enforcement problems.

Ability to make decisions in accordance with appropriate laws, regulations and program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(a) One year of experience as a Labor Law Enforcement Specialist I or equivalent work and graduation from high school; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY, 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission