

LABOR LAW ENFORCEMENT SPECIALIST III

NATURE OF WORK IN THIS CLASS:

This is 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 technical investigative and enforcement duties independently and serves as team or group leaders of less experienced technical staff.

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).

Leads and conducts field surveillance and/or investigations of private and public establishments to determine compliance with labor standards.

Receives and processes complaints; conducts interviews of employees and employers; counsels and advises on inquiries with respect to jurisdictional law and regulations.

Reviews company's payroll records, time sheets and other pertinent documents in the course of investigation to determine validity of claims.

Serves subpoenas; testifies before courts of law as a government witness.

Collects data; maintains records and prepares reports.

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 and regulations and other law enforcement guidelines.

Ability to lead the work of others.

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 and 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) Two years of experience as a Labor Law Enforcement Specialist II 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



DAVID R. FLORES, Executive Director
Civil Service Commission