

LABOR LAW ENFORCEMENT SPECIALIST I

NATURE OF WORK IN THIS CLASS:

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

Employees in this class perform routine technical duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

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 routine field investigations to determine compliance of laws, rules and regulations; reports all discrepancies and makes follow-up investigations.

Assists senior specialists in compiling and reviewing payroll, time and attendance sheets, and other pertinent records.

Conducts interviews with individuals filing official complaints and employers concerned; submits reports of findings and recommendations.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of bookkeeping principles and practices.

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

Ability to learn and apply the principles and techniques of interviewing and investigation.

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

Ability to collect and analyze data.

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 bookkeeping experience, one year of public contact 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