

LABOR LAW ENFORCEMENT SUPERVISOR

NATURE OF WORK IN THIS CLASS:

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

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).

Supervises a group of lower level labor law specialists engaged in investigating and enforcing compliance with labor laws, rules and regulations; advise staff in complex technical and other difficult aspects of assignments.

Participates in investigating wage claim complaints; examines business records of employer to determine validity of claims; computes amount of unpaid wages due; negotiates with employers and employees to resolve differences; follow-up on employer's promises to pay.

Inspects and examines records of commercial employment agencies to determine whether they are complying with labor laws and regulations.

Trains new employees; identifies training needs; prepares training materials and evaluates training attainments.

Speaks on labor laws, rules and regulations before employer, employees and other interested groups.

Prepares reports on program activities; maintains operational statistics.

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 interviews and investigations

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

Ability to supervise 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) One year of experience as a Labor Law Enforcement Specialist III 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