

**CLASS TITLE: ASSISTANT ADMINISTRATOR
DIVISION OF
LABOR STANDARDS
(DLT)**

**Class Code: 02533700
Pay Grade: 32A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Chief Administrator of the Divisions of professional Regulation and Labor Standards in the administration of the Labor Standards Division; to plan, organize, coordinate, supervise, and review the work of a staff engaged in ensuring the implementation of and compliance with state statutes governing minimum wage, payment and collection of wages, child labor and industrial homework, prevailing wage, Police and Fire funds, Sunday and Holiday work permits; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Chief Administrator of Professional Regulation and Labor Standards with latitude for the exercise of independent judgement and initiative; work is subject to review upon completion for conformance to laws, rules, regulations and established policies.

SUPERVISION EXERCISED: Plans, organizes, coordinates, supervises, and reviews the day to day activities of professional and clerical personnel engaged in performing Labor Standards investigations.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To schedule, assign and review the work of Labor Standards Examiners engaged in the performance of inspections, investigations, and audits to determine and gain employer compliance with labor laws covering minimum wages, overtime, minimum hours, child labor, wage collection, holiday pay, equal pay and industrial homework.

To investigate complaints of alleged violations of labor laws and prepare cases for prosecution in district court.

To supervise the licensing and certification of employers and workers under the Industrial Homework Law.

To plan and direct the collection of statistical data on wage rates and to conduct other special statistical studies, and to prepare reports.

To supervising those employees responsible for enforcement of prevailing wage laws, Sunday and Holiday work permits, and the administration of the Policeman's Fund and the Fireman's Fund.

To supervise several clerical positions who provide assistance and support for the Labor Standards Examiners and other professional staff members.

To make recommendations relative to budget, staffing and the drafting of new legislation concerning the Division of Labor Standards.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the federal and Rhode Island statutes governing minimum wages, hours and employment conditions for minors, industrial homework and related matters; a working knowledge of the methods and techniques of administering and enforcing regulatory statutes; a working knowledge of standard statistical practices; the ability to plan, organize and direct the activities of a staff in the interpretation, administration and enforcement of regulatory statutes, the ability to communicate effectively, both orally and in writing; the ability to

establish and maintain effective working relationships with other employees and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing, including or supplemented by courses in the social sciences and statistics; and

Experience: Such as may have been gained through: employment in a responsible supervisory position in the administration of statutory or related programs or in the enforcement of regulatory statutes.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 7, 1990

Editorial Review: 3/15/03