

**CLASS TITLE: CHIEF ADMINISTRATOR, DIVISION  
OF PROFESSIONAL REGULATIONS  
AND LABOR STANDARDS  
(DLT)**

**Class Code: 02530200**

**Pay Grade: 40A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To manage regulatory agencies engaged in the implementation and regulation of the licensing laws, rules and regulations and to administer the state statutes governing minimum wage, hours, and working conditions; payment and collection of wages, child labor, and industrial homework; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Director with wide latitude to exercise independent judgement; work is reviewed through conferences and review of reports.

**SUPERVISION EXERCISED:** Plans, organizes, directs and reviews the work of professional, technical and clerical employees.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, organize and review the operations of the following regulatory agencies engaged in the implementation and regulation of the licensing laws, rules and regulations; State Board of Examiners of Hoisting Engineers, State Board of Examiners of Electricians, State Board of Examiners of pipefitters and Refrigeration Technicians, State Apprenticeship Training Program and the Mercantile Division.

To advise and assist regulatory boards and agencies regarding the type and scope of examinations administered, and to recommend necessary changes to meet statutory requirements.

To direct investigations and compile evidence to correct violations and discipline persons found to be violating state laws and proper professional trade practices.

To cooperate with the legislature and their committees, and to provide information and data to assist in updating and revising existing laws to insure their conformance to changing conditions and legal environment.

To prepare in depth reports related to inspections and investigations and make recommendations for specific action.

To establish and maintain effective working relations with executives, officials of the respective trades, tradespeople, and the general public.

To preside at hearings relative to allegations involving non-compliance with existing state laws and regulations.

To review all actions of examining boards/agencies to insure compliance with applicable laws, and uniformity of practice and procedure.

To confer with, advise and assist the Director of Labor relative to the formulation of board/agency policies affecting the licensing of trades covered by the regulatory boards/agencies under the Director's jurisdiction.

To supervise a staff auditing payroll and pertinent records of businesses to determine compliance with the labor laws assigned, investigating complaints of alleged violations of labor laws, and preparing cases for prosecution in district court.

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

To collect statistical data on wage rates and related matters.

To plan and administer the division's budget.

To write proposals seeking funds for special projects and administer approved grants.

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 federal and state laws relating to the licensing of electricians, pipefitters and hoisting engineers; a working knowledge of the methods and techniques of administering and enforcing regulatory statutes; a working knowledge of statistics 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 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 with a specialization in business or public administration, personnel, labor relations or a related management science;; and

Experience: Such as may have been gained through: employment in a position responsible for supervision of a variety of trades people in the construction industry; and/or experience in a position responsible for enforcing labor standards in a large public or private organization.

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

Class Revised: October 7, 1990

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