

CLASS TITLE: CHIEF LABOR STANDARDS EXAMINER

Class Code: 02201500

Pay Grade: 30A

EO Code: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the work of a staff 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; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of initiative and independent judgement; work is subject to occasional review for conformance to law, rules, policies and procedures.

SUPERVISION EXERCISED: Plans, directs and reviews the work of a staff engaged in labor law inspections, investigations and audits.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the work of a staff 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 perform the most complex and difficult inspections, investigations and audits.

To advise subordinates in regards to problems that arise in determining and gaining employer compliance with labor laws.

To review reports and to recommend or initiate necessary actions.

To attend and testify at court proceedings and pre-trial conferences.

To serve as liaison with other agencies engaged in insuring labor law compliance.

To prepare special and regular reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, techniques and methods of labor law compliance, investigations, inspections and audits, and the ability to plan, review and direct the work of a staff engaged in such work; a working knowledge of labor laws covering minimum wages, overtime, minimum hours, child labor, wage collection, holiday pay, equal pay and industrial homework; and the ability to explain and interpret pertinent provisions of laws and regulations; a working knowledge of court procedures; the ability to detect violations of various labor laws and to gain compliance with these laws; the ability to prepare clear and concise reports; the ability to establish and maintain effective working relationships with subordinates, the public, employers and their representatives; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a responsible position involving inspections, investigations and audits into labor law compliance.

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

Class Created: July 2, 1978

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