

**CLASS TITLE: CHIEF PREVAILING WAGE INVESTIGATOR**

**Class Code: 02751400**  
**Pay Grade: 30A**  
**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** In the Department of Labor and Training, to supervise the activities related to the prevailing wage responsibilities of the department which includes the performance of investigations and audits to determine and gain employer compliance with labor laws which require payment of prevailing wage rates under public works contracts; and to related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Administrator of the Division of Professional Regulation from whom general assignments are received, giving considerable latitude for the exercise of independent judgement in carrying out such assignments; work is subject to occasional review for conformance to laws, rules, policies and procedures.

**SUPERVISION EXERCISED:** Exercises close supervision over the necessary personnel to properly achieve the departmental goals for the compliance with laws related to prevailing wage.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the work of a staff engaged in the performance of investigations and audits to determine and gain employer compliance with labor laws governing public works contracts.

To perform the most complex and difficult audits, inspections and investigations.

To advice subordinates in regard to problems that arise in gaining and determining employer compliance with statutes covering public works contracts.

To participate in community surveys regarding manpower and its availability as required under state or federal legislation.

To review reports and to recommend or initiate necessary actions.

To generate, identify and calculate prevailing wage rates to be used as the basis for contractual negotiations and a variety of other purposes.

To submit, on an annual basis, the prevailing wage information to the Director of Human Resources in the Office of Labor Relations, in order to be used as the negotiations strategies.

To attend, present evidence and testify at prevailing wage hearings and court proceedings.

To serve as liaison with other agencies engaged in insuring prevailing wage compliance.

To prepare special and regular reports as required.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPABILITIES:** A through knowledge of the principles, techniques and methods of prevailing wage 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 public works contracts and the ability to explain and interpret pertinent provisions of laws and regulations; a working knowledge of the administrative procedures act; a working knowledge of the methods and techniques involved in the construction industry; the ability to detect violations and to gain compliance with the laws covering public contracts; 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 college of recognized standing; and  
Experience: Such as may have been gained through: employment in a responsible position in a labor or management organization, or governmental agency, involving contacts with labor and management.  
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 13, 1992

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