

**CLASS TITLE: LABOR STANDARDS EXAMINER**

**Class Code: 02201200**  
**Pay Grade: 22A**  
**EO Code: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To enforce the compliance of labor standard laws including but not limited to minimum wages and hours, payment and collection of wages, child labor, industrial homework, public work projects, work permits, and parental leave; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom general instructions are received with considerable latitude for the exercise of independent judgement in completing assignments; work is usually reviewed upon completion for conformance to laws, rules, policies, procedures and objectives.

**SUPERVISION EXERCISED:** As required, may train and instruct new examiners in the proper completion of assignments and the law, rules, policies and procedures utilized.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED**

To enforce the compliance of labor standard laws including but not limited to minimum wages and hours, payment and collection of wages, child labor, industrial homework, public work projects, work permits, and parental leave.

To be responsible for the evaluation and analysis of investigation findings and the governing statutes and regulations in devising methods and solutions for overcoming obstructive and objectionable situations.

To conduct extensive in-depth investigations and audits of employer's payroll records and other records concerning labor law compliance.

To prepare detailed reports upon completion of investigations and audits containing procedures followed, substantiating data and a summary of findings and recommendations.

To conduct difficult negotiations with employers, their legal counsel, accountants and other representatives in order to obtain voluntary compliance and collect back wages for employees.

To determine potential litigation cases and to develop such cases for litigation and/or for civil, criminal or administrative hearings.

To promote an effective public relations program involving providing information to employers, employees, public officials, representatives of local, state and federal agencies regarding the interpretation of labor laws, and objectives of the department.

To act as an arraigning officer and to assist the Attorney General's Office on pretrial activities and to testify at trials as an expert witness.

As required, to train and instruct new examiners on proper investigation procedures, laws and departmental functions.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles, techniques and methods of labor law compliance, investigations, inspections and audits; a working knowledge of labor laws relating to employment and the ability to explain and interpret pertinent provisions of laws and regulations; a working knowledge of accounting practices; the ability to ascertain facts by personal contact and observation and the examination of records; 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 analytical reports; the ability to establish and maintain effective working relationships with 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 investigatory work which involved obtaining technical facts, writing reports and obtaining compliance with the law.

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

Class Revised: March 12, 1989

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