

**CLASS TITLE: PREVAILING WAGE INVESTIGATOR**

**Class Code: 02751300**  
**Pay Grade: 22A**  
**EO Code: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** In the Department of Labor and Training, to enforce the compliance of Prevailing Wage and OSHA-10 laws including, payment and collection of wages, verification of OSHA-10 certification, on public work projects; 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 investigators in the proper completion of assignments and the law, rules, policies and procedures utilized.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED**

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, fringe benefit payments, apprenticeship agreements and other records concerning Prevailing Wage 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 Prevailing Wage and OSHA-10 laws, and objectives of the department.

To attend, present evidence and testify at prevailing wage and OSHA-10 hearings and court proceedings.

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

To prepare special and regular reports as required.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles, techniques and methods of prevailing wage and OSHA-10 law compliance, investigations, inspections and audits; a working knowledge of prevailing wage laws relating to employment and the ability to explain and interpret pertinent provisions of laws and regulations; the ability to review payroll and fringe benefit

information; a working knowledge of accounting and auditing 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 prevailing wage and OSHA-10 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; a working knowledge of the construction industry and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school; OSHA-30 hour construction certification and

Experience: Such as may have been gained through: employment in investigatory, accounting and auditing 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 Created: June 7, 2009