

LABOR INVESTIGATOR, SENIOR

KIND OF WORK

Advanced level investigational work to determine compliance with state child labor and wage and hour laws.

NATURE AND PURPOSE

An employee in this class makes difficult investigations to determine compliance with state laws in the areas of minimum age, hours of employment, the employment of children and general working conditions. The Senior Investigator must be able to independently exhaust all possible sources of information, bring the employer into compliance and prepare comprehensive reports. Responsibility also entails assisting with the training and supervision of less experienced labor investigators.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Conducts child labor and wage and hour investigations in large and diversified places of employment of where alleged infractions are of a highly sensitive nature to determine compliance with the law.

Explains the importance, the underlying philosophy and the various provisions of the state's labor laws and wage orders so that the public is better informed.

Assists the Labor Investigation Supervisor in conducting wage and hour surveys for revisions of wage orders.

Trains and assists in the supervision of Labor Investigators.

Inspects places of employment for proper lighting, ventilation and other proper working conditions to determine compliance with the law.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of state laws and regulations concerning hours of work, minimum wages, child labor and working conditions, and the basic philosophy underlying this legislation.

Thorough knowledge of employment practices and records, and of employee relation policies of various types of businesses.

Ability to:

Understand and effectively carry out oral and written directions.

Meet employers, employees, public officials and the general public and to establish effective relationships.

Examine and understand payroll records and to prepare comprehensive statements of the information required.

Exercise judgment in contacts with employers and employees.

Proficient in arithmetical computations.

Est.: 11/71 T.C.: 7/73

Ckd.: 11/92 Former Title(s): Senior Labor Investigator

Rev.: 11/77