

LABOR INVESTIGATOR

KIND OF WORK

Difficult investigational work to determine compliance with state labor laws.

NATURE AND PURPOSE

An employee in this class makes difficult investigations to determine compliance with state labor laws. Investigator must be able to independently exhaust all possible sources of information pertaining to employee payroll records and bring the employer into compliance as well as prepares comprehensive reports.

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

Interviews employers regarding wage and hour policies and discusses state labor laws to insure compliance with the law.

Examines payrolls to ascertain whether employees are being paid in accordance with state labor laws. In cases of non-compliance, compute back wages.

Interviews employees on the job and at home to obtain full information concerning hours, wages and working conditions.

Prepares written reports of inspections so that accurate records are kept of each investigation.

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.

Employment practices and records, and of employee relation policies of various types of businesses.

Ability to:

Understand and effectively carry out oral and written instructions.

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.

Proficient in the use of a desk calculator.

Est.: 4/40 T.C.: 6/47, 4/60

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

Rev.: 11/77