

LABOR STANDARDS DIRECTOR

KIND OF WORK

Managerial work in the administration of Minnesota's labor standards.

NATURE AND PURPOSE

The employee in this class is responsible for the direction of the Labor Standards Division of the Department of Labor and Industry. The Labor Standards Director is responsible for the administration of Minnesota's laws, rules and regulations relating to minimum wage, hours of employment, certain working conditions, employment of minors and proper payment of wages. This employee is responsible for licensing and regulation of fee employment agencies operating within the state. General policies are determined in conference with the Commissioner of Labor and Industry while review of work is in terms of results achieved.

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

Directs the inspection, licensing and investigation staff of the Division of Labor Standards to ensure compliance with Minnesota laws and regulations concerning minimum wages, fee employment agencies, employment of minors, hours of employment, payment of wages, and certain working conditions.

Supervises the preparation of cost-of-living studies in order to establish appropriate minimum wage orders.

Attends legislative meetings and recommends proposed legislation in order to improve employees' working conditions under the jurisdiction of the Division of Labor Standards.

Maintains close liaison with pertinent federal agencies in order to coordinate activities and avoid duplication of effort.

Develops the framework and procedures for staff training and supervision.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of federal and state laws, rules and regulations pertaining to employment in all types of occupations in Minnesota.

Extensive knowledge of the laws, rules and regulations relating to fee employment agencies.

Thorough knowledge of business practices and employment conditions.

Ability to:

Work with employment agencies and their clients in resolving disputes.

Plan and conduct research projects and assemble factual data in clear, comprehensive reports.

Establish effective working relationships with employers, employee groups, the general public, and appropriate state and federal officials.

Supervise and coordinate the activities of field investigators.

Est.: 2/73  
Rev.:  
Ckd.: 11/92

T.C.:  
Former Title(s):