

DESCRIPTION: Under administrative direction, responsible for the administration, planning, and organization of a statewide program involved with the enforcement of, or compliance with federal and State labor laws. Positions perform administrative functions required to support the assigned programs' operations including budget preparation and maintenance, policy development, problem resolution, quality assurance, and supervision of assigned staff. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions in this classification are responsible for the supervision of federal and State labor law enforcement and/or compliance programs including but not limited to: the Wage Payment & Collection Act; the Contractor Registration Act; the Employee Classification Act; and the Occupational Safety and Health Act. Work is carried out through the supervision of professional staff assigned inspection and or investigative duties of business and industrial worksites to secure and assure compliance with local, State, and federal labor laws, rules, regulations, and codes.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these listed examples include all the duties that may be assigned.)

Plans, organizes, coordinates, and directs, the work unit's operations/programs to establish operational priorities, to coordinate these operations with other functions within the agency, and to ensure program objectives and standards are established and attained and are congruent with overall goals.

Determines and submits staff, material, and equipment needs for the operations/programs managed to contribute to the formulation and justification of budgetary requests for the agency as a whole.

Plan, organizes, assigns, directs, and evaluates the work activities of assigned staff to facilitate the attainment of the unit's work goals and to ensure the consistent application of unit policies, procedures, and guidelines.

Supervises inspections and investigations of violations or complaints filed with the agency for assigned programs; determines when corrective actions and/or citations shall be issued to assure compliance with labor laws.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in federal regulations, operational/program needs, objectives, and priorities, and to improve program effectiveness.

Conducts educational outreach to employers and the public for assigned labor law programs.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: federal and State labor and employment rules and regulations of assigned program; principles of management and business including planning, budgeting, resource allocation and human resources; interviewing principles and techniques; procedures and techniques used in investigations.

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Skill in: oral presentation; supervising assigned employees; communicating effectively; developing solutions to problems; analyzing data.

Ability to: plan, assign, direct, and evaluate the work of assigned staff; communicate effectively to express ideas and facts; establish positive working relationships with all contacts; read, understand, and interpret and apply rules/regulations, policies/procedures, laws, and other work directives; apply management practices, theories, techniques, and methodologies to assigned responsibilities; develop objectives, performance goals, and work priorities.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in field related to assigned program and two years' experience in program planning, implementation, monitoring, evaluating program functions or supervising/management staff and budgets. Related coursework, training and /or experience may substitute for the Bachelor's degree on a year - for - year basis.

SPECIAL NOTES:

Positions responsible for the review and consultation of the OSHA federal safety laws and regulations may require post high school coursework or Bachelor's degree in engineering, life or physical sciences or related degrees.

Positions responsible for the enforcement of the Wage Payment & Collection Act, the Contractor Registration Act, the Employee Classification Act, and other related labor law programs may require post high school education or Bachelor's degree in business, public administration, law, finance, or related degree.

Some positions in this class may require a valid driver's license for work related travel.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).