

Labor Law Specialist

X62640

DESCRIPTION OF OCCUPATIONAL WORK

Under limited supervision, independently conducts inspections and investigations to enforce compliance of any of the following labor law and regulation areas: Wage & Hour Act; Wage Payment & Collection Act; Contractor Registration Act; Employee Classification Act; Child Labor Law; Non-English-Speaking Workers Protection Act and Meatpacking Bill of Rights; Veterans Preference and Re-Employment Rights; Farm Labor Contractors Act; and all other labor laws enforced by the Department of Labor. Provides technical assistance and advises the public on state and federal labor laws; 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.)

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

Investigate labor law cases independently through written requests for evidence, interviewing employers and employees, and compiling relevant documentation.

Determine compliance by analyzing and interpreting evidence and case details to apply to policies, procedures, and operating standards in conjunction with state labor laws and regulations.

Decides case outcome by issuing citations, corrective determinations, or referrals for prosecution; testifies at administrative hearings and prosecution hearings.

Investigates job sites for compliance with labor law through interviews and collecting of evidence related to employment relationships to initiate supplementary investigations.

Explains orally and in writing, application of statutes and regulations governing wage claims, child labor, minimum wage, employee classification and all other related labor laws to private employers, employees, general public, state, local and federal agencies.

Develop presentations, guides, and tutorials instructing the general public and private employers regarding labor laws and regulations.

Research and interpret state and federal labor law to determine their intent related to individual case review and to specific public assistance and education.

Collaborates with Information Technology division to create, design, test, and implement web-based programs and databases to administer labor law programs and new legislation enforced by Labor Standards.

Coordinate inspections with meat packing plant facilities to examine operations, interview employer and employees, explain employee rights, and mediate issues related to compliance with a variety of labor laws.

Coordinates with agency divisions and members of State, local, and federal agencies, and organizations to exchange information on the analysis of activities, findings, and other information related to labor law investigations and information.

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

Knowledge of: The practices and procedures of employment/labor investigation; typical working conditions in business and industrial settings; clerical accounting procedures pertaining to wage computation and recording of hours worked; basic office computer software programs.

Ability to: Plan, organize and conduct thorough and complete investigations; learn, interpret, apply, and explain state and federal labor laws, regulations, policies, procedures, directives, or guidelines; gather and analyze data and information from a variety of sources and draw sound conclusions and determinations; interact with people of varied socio-economic levels; prepare clear and precise reports; present information in a professional manner; defend and explain determinations made; maintain self-control and composure under trying conditions; plan and schedule one's personal workload.

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

Post high school coursework/training in: public administration, business administration, personnel administration, labor law, bookkeeping, accounting, or social/behavioral sciences; OR experience in: business, labor relations, personnel management, social services, and/or labor law with responsibility for interpretation and enforcement of laws, rules, and regulations including investigations of alleged violations.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

SPECIAL NOTES:

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).

Positions in this class may require an employee to possess a valid driver's license or the ability to provide independent authorized transportation.

Frequent overnight and/or regular day travel outside the city of residence may be required of incumbents in this job class.

Established: 02/70

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Description	Removed outdated laws and regulations; added current laws and regulations	12/12/2023
Examples of Work	Removed and replaced outdated examples	12/12/2023
Knowledge, Skills, and Abilities	Updated verbiage for clarity	12/12/2023