

## Specification for Class of

## INDUSTRIAL RELATIONS SPECIALIST

**Abolished Initially Effective January 13, 2006****Abolished Final Effective February 10, 2006**

Definition: In the Department of Labor and Industries, serves as a senior industrial relations specialist for one or more regions and leads two or more Industrial Relations Agents in conducting complex wage and hour investigations/negotiations; OR, in central headquarters, serves as a technical expert and develops guidelines, procedures, and training for the Employment Standards Program. Positions are designated in writing by an Assistant Director or a Regional Administrator.

Distinguishing Characteristics: For the purposes of this specification, a complex wage and hour investigation must include one or more of the following:

- multi-employer work sites
- multiple statute violations
- multiple misclassifications of prevailing wage rates
- legal or political sensitivity requiring coordination with central headquarters and the Office of the Attorney General
- a wage liability that would cause financial hardship to a business

Typical Work:

Serves as a specialist, identified by a business need, on a statewide or regional basis.

Applies specialized knowledge of state labor laws when conducting industry specific consultation and investigations for employers in technically diverse, difficult or new industries, special case assignments, and provides technical support and guidance. Responsible for the proper application, interpretation and enforcement of state labor laws involving the Public Works Act, Minimum Wage and Overtime Act, Farm Labor Contractors Act, Child Labor Law Regulations and Industrial Welfare Order for business firms, groups of employees, school authorities, union officials,

public officials, employer associates, law enforcement officers and other interested groups.

Conducts reviews of case files prepared by Industrial Relations Agents Prior to referral to the Office of the Attorney General to ensure the inclusion of required documentation and evidence and that they are compiled per the wage claim guidelines.

Assists Industrial Relations Agents in wage negotiations where a large wage liability exists or which may involve multiple legal issues.

Coordinate and participate in the on-the-job training of Industrial Relations Agents.

Serves as lead worker on complex investigations. Provides technical guidance and on-the-job training to Industrial Relations Agents by acting as lead to two or more Agents in complex wage and hour investigations and negotiations. Complex wage and hour cases are characterized by one or more of the following: investigations are conducted at multi-employer work sites; or, investigations involving multiple statute violations or investigations involving multiple misclassifications of labor and hourly prevailing rates of wage for work performed on public work projects, the gathering of contract specifications and documentation from awarding agencies and the involved parties; or, investigations involving issues which may have legal ramifications, media visibility, or be politically-sensitive; or, investigations requiring the coordination of Industrial Relations Agents regionally or statewide for the gathering of documentation and records from a multi-employer work site, from other sections of the department, and other public, state and federal agencies.

Acts as lead to two or more regional or statewide Agents in the coordination of documentation gathering from other sections of the Department and other public, state, and federal agencies regarding a multi-employer work site.

Mediates disputes and negotiates settlement for collection of unpaid wages, agreed wage rate and improper payment of overtime; conducts hearings, issues subpoenas, resolves wage disputes and employment condition issues between employees and employers; reviews and audits payroll records to determine unlawful payment of wages; prepares case files for litigation if dispute is not resolved through mediation or negotiations.

Provides technical expertise and guidance to regional executive team for strategic planning, development, promotion, and implementation of a proactive educational program for regulatory reform.

Acts as lead for special projects, assigning tasks and overseeing completion of project.

Serves as a specialist, identified by a business need, on a statewide or regional basis. Assists the Program Manager of Employment Standards by acting as lead worker by assigning and prioritizing work, providing training and technical guidance to Industrial Relation Agents, and reviewing and reporting production of the unit.

Directs or participates in the development of policy and procedures, creation and/or revision of training and promotional materials.

Participate in the development and on-going review on Interpretative Guidelines to promote the consistent education and enforcement of policy guidelines statewide.

Represents the Department at various functions around the state, including attendance at educational conferences and labor-management seminars and administrative hearings; organizes meetings and conferences addressing groups interested in labor laws and regulations.

Responds to public disclosure requests and develops methods to maintain case file information to assure evidence can be released upon request and in compliance with departmental policies.

Develop and/or participate in the development of policy and procedures, creation and/or revision of training and promotional materials.

Act as Specialty Compliance Supervisor or Program Manager of Employment Standards during extended absences; or may supervise task forces or work on special assignments for the supervisor.

#### Knowledge and Abilities:

Knowledge of laws governing all phases of labor relations, general policies, principles and practices of labor and management; state wage and hour laws, related federal laws and regulations and applicable case law decisions; contracts and related labor relations; ability to apply such knowledge

to mediation, arbitration, and resolution; the principles, standards and techniques of personal investigations, rules of evidence, auditing, accounting and bookkeeping procedures.

Ability to: Organize and complete special projects; direct the work activity of staff during specialized or complex investigations, prioritize staff workload, monitor workload output; provide on-the-job training; compile complex reports. Interpret complex laws, rules and regulations, analyze issues involving wage disputes and formulate suggestions for compromise and settlement of disputes; in the preparation of written documents or oral presentation, ability to communicate complex information concisely and effectively, organize facts, arguments and conclusions in clear and logical sequence; gather, preserve, and present material, relevant and pertinent evidence; exercise mature judgement in wide variety of public contact; travel frequently and for extended periods.

Ability to develop methods and techniques for solving employer wage and hour problems; establish and maintain productive working relationships; prioritize and manage work schedule; work independently.

#### Minimum Qualifications

Five years of experience as an Industrial Relations Agent;

OR

A Bachelor's degree;

AND

Four years of experience in labor/employment relations and regulations; collection of revenue/taxes from employers/businesses; investigation of complaints of misconduct; audit of employer financial records; interpretation and explanation of rules and regulations regarding employment standards, wages and hours, and child labor laws; or related experience.

Additional qualifying experience will substitute for education at the rate of one year of experience for one year of education.

New class: Adopted 12-97 effective 7-1-98