

GENERAL DESCRIPTION OF CLASS

The WAGE AND HOUR COMPLIANCE SPECIALIST investigates employee wage and prevailing wage rate claims and working conditions' violations.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Investigation

Answers phone, letter, or in-person inquiries about agency jurisdiction. Talks with those filing wage claim or other complaint to assure complete information and agency jurisdiction.

Investigates wage claims. Questions claimants and employers and reviews records to decide validity of wage claim and amount. Examines records from other sources to establish employer liability, assets or ability to pay wages owed.

Computes wages earned and owing. Negotiates compromise resolutions of disputed wages. As appropriate, demands wages owed from employers. As needed, completes claim notice on bonds of public works contractors.

Inspects to enforce compliance with child labor, farm and forest labor contractor, private employment agency, and radio-tv servicing operation statutes and license regulations.

Serves subpoenas as needed. Closes invalid or non-jurisdictional claims. Writes investigative reports detailing facts of dispute and resolution. Completes administrative orders of determination. Recommends further legal action if needed. Testifies as needed at administrative hearing or trial.

2. Information

Explains application of statutes and rules governing wage collections, wage security fund, child labor, minimum wage and overtime, and prevailing wage rates to employers, contractors, union officials, employees and claimants. Explains statutes and rules governing the licensing of farm and forest labor contractors, private employment agencies, and radio-tv service persons and facilities.

RELATIONSHIPS WITH OTHERS

The Wage and Hour Compliance Specialist has daily telephone and written contact and occasional in-person contact with wage claimants, complainants, employers, union officials, attorneys, contractors, government officials, and law enforcement personnel to exchange information and explain applicability of statutes enforced. The Wage and Hour Compliance Specialist persuades employers and claimants to accept compromise resolution of disputed wages.

SUPERVISION RECEIVED

The Wage and Hour Compliance Specialist works under general supervision. A supervisor assigns work, meets occasionally to review progress or discuss problems. Work review is for accuracy, completeness and appropriateness of recommendations or actions. State and Federal laws and State administrative rules define violations and enforcement issues. The agency field operations manual and administrative process procedures manual give investigation and compliance activities guidelines and calculation formula for wages, overtime, and penalties.

KNOWLEDGE AND SKILLS (KS)

General knowledge of investigative procedures (e.g., interviewing, comparison and analysis of documents, basic legal research, skip-tracing, etc.)

General knowledge of basic mathematical principals and arithmetic operations used in bookkeeping and financial statements.

General knowledge of government's role in the regulation, compliance, enforcement, and licensing of business operations.

Skill communicating information about statutes, rules, and regulation and their applicability, both orally and in writing, to a broad spectrum of individuals, some of whom are upset, mistrusting, or hostile.

Skill applying statutes, rules, and regulations to complex fact situations.

Skill extracting information from business and employment records.

Skill determining the sufficiency, reliability, and relevance of data collected in an investigation.

Skill understanding and applying specific statutes, rules regulations, rules, legal opinions and case summaries.

Skill writing reports, including framing factual and legal issues in writing for a legal opinion and making recommendations for action.

Skill testifying in administrative hearing or court proceedings.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised pending

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division