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LABOR LAW ENFORCEMENT SPECIALIST SERIES

Series Definition:

This series reflects work of positions which perform and/or supervise investigative, intake and certification, hearings, and/or program development activities for the statewide labor law enforcement program. The program administers and enforces compliance with State labor laws concerning wage and hour; payment of wages and other compensation; prevailing wages and hours of employees on State and county government construction projects; unlawful employment suspension, discharge or discrimination due to work injury, garnishment, or personal bankruptcy; child labor; family leave; lie detector tests; and related administrative rules, policies and procedures. Work performed requires knowledge and understanding of pertinent State and related federal and county labor laws, rules and regulations; and the ability to analyze business documents such as ledgers, check registers, journals, financial statements, payroll and other business records; make sound recommendations on actions to be taken; prepare clear and concise reports; and deal effectively with employers and their employees, program personnel, and the public. Positions in this series may require additional specialized knowledge and abilities depending on the type of enforcement work performed.

Positions responsible for investigative activities as a primary duty are involved with coordinating and conducting investigations of alleged violations of labor laws and rules concerning wages, unpaid wages, minimum wages and overtime, child labor, family leave, and lie detector tests. The work includes examining employer records and collecting data to substantiate allegations; conciliating settlement of complaints and recommending litigation as necessary; and conducting random compliance investigations to determine compliance with assigned laws, and assuring that corrective action is taken by the employer on violations found.

Intake and certification activities involve receiving, reviewing and processing all incoming complaints and inquiries for the enforcement program; referring complaints to the responsible program unit or to the proper federal, State or county governmental agency for investigation, hearing, or other appropriate action; reviewing and processing applications and conducting investigations to gather necessary information to issue: a) child labor certificates, b) variances for the employment of minors in theatrical, pineapple and coffee harvesting occupations, and c) exceptions to the time limits for the payment of wages or to pay below the minimum wage for certain employees performing certain types of work; conducting secret ballot payday elections for employees of a

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business establishment who are seeking once-a-month pay in lieu of semi-monthly paydays as required by law; and responding to inquiries from the public concerning labor laws and rules administered by the program. Positions in this area of labor law enforcement also plan and implement consultation, educational and informational programs, workshops, seminars, and outreach activities for employers and their employees, employer and employee organizations, and the public to promote voluntary compliance with labor laws and administrative rules.

Labor law enforcement also includes the conduct of administrative hearings in accordance with Chapter 91, HRS, Administrative Procedures, on complaints of unlawful employment suspension, discharge or discrimination due to work injury, garnishment or personal bankruptcy; and on appeals of notifications of violations issued to employers regarding wages and hours of employees on public works projects, and family leave. Positions are also responsible for rendering recommended decisions on complaints and final decisions on appeals after hearing; and conducting informal pre-hearing conferences in an effort to resolve issues without formal proceedings and providing assistance to parties in negotiating settlements.

Positions responsible for program development are involved with planning, developing, implementing, coordinating, and evaluating program plans, goals, objectives and activities; and budgetary, personnel, training and automation requirements. The work includes developing and coordinating the implementation of administrative policies, procedures, performance standards and quality control programs; developing and coordinating proposed new and amended legislation, programs, projects and staff training programs; adopting new and amended administrative rules related to the labor laws administered by the program; and providing technical assistance to program personnel.

Enforcement specialists typically enter this field of work as a trainee, acquiring knowledge and understanding of State and related federal and county labor laws, rules and regulations, and progress through the lower levels of work acquiring additional skills to conduct investigative, and/or intake and certification activities. At the higher fully independent levels, positions can be involved with performing and/or supervising investigative, intake and certification, hearing, or program development activities. Some positions are located in a neighbor island district and are responsible for all investigations and intake and certification activities for that district.

Level Distinctions:

Classes in this series are distinguished from each other by differences in:

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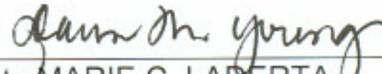
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1. complexity and variety of work;
2. nature of supervision received;
3. nature and scope of recommendations, decisions and commitments;
4. nature and extent of supervision exercised;
5. person-to-person relationships; and
6. knowledge and abilities required.

This is an amendment to the specification for the classes LABOR LAW ENFORCEMENT SPECIALIST I, II, III, IV and V, approved on October 13, 1982.

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LABOR LAW ENFORCEMENT SPECIALIST I
(LABOR LAW ENFC SPCLT I)

8.186

Distinguishing Characteristics:

This class represents the entry, trainee level. The work involves receiving formal and on-the-job training in State and related federal and county labor laws, rules and regulations, investigational techniques and methods and orientation relating to the objectives, policies and procedures of the program. Specific and detailed instructions are provided for performance of simple and routine tasks, and work is closely reviewed and evaluated for following directions, completeness and attainment of training objectives.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of:

- General understanding of principles and practices of bookkeeping;
- Basic investigation methods and techniques;
- Interviewing methods and techniques;
- Report writing.

Ability to:

- Understand and interpret pertinent State and related federal and county labor laws, rules, and regulations;
- Understand and apply methods and techniques of interviewing and investigation;
- Analyze and evaluate facts;
- Communicate effectively both orally and in writing;
- Exercise tact, diplomacy and discretion in dealing with others.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Attends orientation and training sessions;
2. Learns the objectives, rules, regulations, policies, methods and procedures relating to labor law enforcement;
3. Accompanies higher level specialists on field investigations and certification activities as an observer;
4. Assists in investigations by performing tasks with specific instructions;
5. Assists with investigations and certification activities by preparing forms and reports.

LABOR LAW ENFORCEMENT SPECIALIST II 8.188
(LABOR LAW ENFC SPCLT II)

Distinguishing Characteristics:

This class reflects the advanced trainee level through which work progresses to full performance as an independent worker. Assignments range from simple to moderately difficult and are performed with more independence than at the I level. Supervision is relaxed on assignments of a routine and simple nature, but is close and immediate on more difficult and complex assignments. Guidance, orientation and instruction continue to be provided on all aspects of the work during the training period.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

In addition to knowledge and abilities required at the I level, this level requires:

Knowledge of:

- Working knowledge of pertinent State and related federal and county labor laws, rules, regulations, and departmental policies and procedures;
- Working knowledge of investigational methods and techniques used to determine compliance with labor laws.

Ability to:

- Apply laws, rules, policies, regulations and investigational techniques learned to actual work situation;
- Analyze payroll and other business records;
- Make sound recommendations on action to be taken;
- Prepare investigation reports;
- Deal effectively with employers and their employees, other program personnel, and the public.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Receives extensive training on pertinent labor laws, rules, interpretations, and opinions;
2. Reviews complaints of limited complexity from individuals or their representatives;
3. Reviews previous case history of the employer involved;
4. Assists a higher level specialist with examining business records, observing work operations, analyzing jobs, and interviewing employers, their employees, and others;
5. Assists with ascertaining whether activities are of an inter- or intra-state nature to determine whether State or related federal or county laws have jurisdiction;
6. Assists with determining extent of coverage and exemptions;
7. Assists with computing amount of back wages owed by reconstruction of records, if necessary;
8. Analyzes information obtained and assists with preparing reports and making recommendations based on findings;
9. Assists with investigation of work premises for potential prohibited or hazardous employment prior to issuance of work permits to minors to ensure that employment conditions comply with State law and administrative rules; based on findings, recommends issuance/denial of child labor certificates and variances;
10. Assists with responding to inquiries and preparing correspondence and reports;
11. Receives and reviews complaints, determines jurisdiction and refers complaints to the supervisor for approval or to the proper agency;
12. Assists with conducting informational workshops and consultative training sessions on labor laws to promote voluntary compliance and to educate and inform employers, employees, employer and employee organizations, governmental agencies and the general public;
13. Assists with reviewing and evaluating various pay arrangements and compensation plans and processing requests for special certifications and exceptions;

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14. Conducts simple investigations for the purpose of gaining knowledge and skills in labor law compliance work;
15. Assists with gathering information for classification determinations of laborers and mechanics on State and county public works construction projects.

LABOR LAW ENFORCEMENT SPECIALIST III
(LABOR LAW ENFC SPCLT III)

8.191

Distinguishing Characteristics:

Work at this level is primarily of the following types:

- A. Independently conducts investigations of business establishments for compliance with State labor laws and rules administered by the program. The work involves planning, scheduling, conducting and completing investigations of simple to complex difficulty. Predominant assignments are of average difficulty that generally involve small to medium sized business enterprises with limited levels of organizational hierarchy and occupational types and varieties; and non-controversial and straightforward issues that can be resolved by readily determining the applicable provision of pertinent labor law(s) and administrative rule(s). General supervision is received and assignments are reviewed for completeness, soundness and conformity with current policies, procedures and legal requirements.
- B. Independently provides intake, educational and certification services which include receiving and reviewing all incoming complaints and determining applicable labor law(s); submitting complaints to a higher level specialist for referral to the responsible program unit or referring complaints to the proper governmental jurisdiction (e.g., federal, State or county); responding to inquiries from the public concerning general information on labor laws and rules administered by the program; coordinating and conducting payday elections; and conducting investigations limited to requests for the issuance of certificates permitting payment of special minimum wages, variances for the employment of minors in theatrical, pineapple and coffee harvesting occupations, or exceptions to the payment of wages, and recommending action to a higher level specialist. The work also involves conducting consultative, training, informational, and educational sessions/workshops to promote voluntary compliance with labor laws

administered by the program; and participating in developing educational and training materials and aids.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

In addition to knowledge and abilities required at the II level, this level requires:

Knowledge of:

- Good knowledge of pertinent State and related federal and county labor laws, rules, and regulations, and program policies and procedures;
- Good knowledge of investigational methods and techniques.

Ability to:

- Prepare comprehensive investigation reports.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Type A:

1. Reviews assigned simple to complex complaints to conduct an investigation of alleged violations of labor laws;
2. Reviews previous case history of the employer involved;
3. Contacts employers, employees and others to explain the purpose of the investigation and to secure their cooperation in obtaining pertinent information;
4. Determines applicability of labor laws, exemptions, and scope of investigations;
5. Traces business transactions to ascertain whether activities are of an inter- or intra-state nature and determines whether State, federal or county laws have jurisdiction;
6. Examines business records, observes work operation and employees, and interviews employers, employees and witnesses;

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7. Determines employment agreements entered between employer and employees and their implications;
8. Analyzes information obtained from investigations to detect violations;
9. Computes amount of back wages owed by reconstruction of records if necessary;
10. Negotiates with employers and employees to resolve differences;
11. Conducts closing conferences with employers to explain nature of violations and recommends corrective actions;
12. Secures agreements for future compliance;
13. Makes recommendations based on findings and prepares investigation reports;
14. Recommends to higher level specialist legal action to enforce compliance and prepares case for litigation;
15. Follows up on employer promises to pay back wages and/or penalties;
16. Testifies in court;
17. Prepares correspondence and reports.

Type B:

1. Receives and reviews incoming complaints of alleged violations of labor laws;
2. Interviews complainant and gathers available records and information to determine the validity of complaint and the applicable labor law;
3. Refers complaints to higher level specialist for approval and referral to the responsible program unit for investigation, hearing, or other appropriate action; or to the proper federal, State, or county governmental agency;
4. Conducts investigations on child labor complaints;
5. Conducts special investigations regarding requests for issuance of labor certificates permitting payment of special minimum wages, variances for the employment of minors in theatrical, pineapple and coffee harvesting occupations; and for exceptions to the payment of wages;

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6. Interviews employers and employees, reviews and examines payroll, time records, and other business records; and analyzes information gathered;
7. Inspects work premises prior to issuance of work permits to minors to insure that employment conditions comply with applicable law and administrative rules;
8. Recommends approval/denial of applications for certificates, variances, and exceptions to a higher level specialist, based on findings on special investigations;
9. Coordinates and conducts secret ballot once-a-month payday elections;
10. Responds to inquiries over the phone, in person or in writing from employers, employees, employer and employee organizations, governmental agencies, and the public; and provides general interpretations or explanation of pertinent labor laws and administrative rules, policies and procedures;
11. Plans and conducts general informational workshops, and training sessions on labor laws to promote voluntary compliance and to educate and inform employers, employees, employer and employee organizations, governmental agencies and the general public;
12. Provides consultative services to employers for the purpose of reviewing and evaluating various pay arrangements;
13. Meets with employers, employer organizations, and others to educate, promote and encourage the establishment of preventative measures or safety initiatives in the employment of minors;
14. Assists in planning and developing registration schedules for students' summer employment;
15. Coordinates with county Liquor Commissions regarding the certification of minors employed in establishments serving liquor;
16. Gathers information for classification determination of laborers and mechanics on State and county public works construction projects;
17. May train lower level enforcement specialists;
18. May recommend changes in policies, procedures, laws and rules administered by the program.

LABOR LAW ENFORCEMENT SPECIALIST IV
(LABOR LAW ENFC SPCLT IV)

8.194

Distinguishing Characteristics:

Work at this level typically includes the following types:

- A. Independently conducts investigations of business establishments for compliance with State labor laws and rules administered by the program. Duties and responsibilities involve planning, scheduling, conducting and completing investigations of predominantly highly complex difficulty. Assignments generally involve large corporations with complex organizational structures and a large number and variety of occupational types (e.g., hotels, hospitals, large private schools, and car dealers); and highly complex cases with conflicting or contradictory information, uncooperative parties, and unprecedented issues. The work may also include responsibility for reviewing case reports of other specialists, participating in training lower level enforcement specialists, and recommending changes in policies, procedures, laws and rules administered by the program.
- B. Independently performs the full range of investigations, intake, education and certification activities for a district. The work involves the full range of State labor laws and regularly includes highly difficult and complex cases. Technical supervision is provided by a higher level specialist physically located on another island and not readily available for consultation. There is continuing responsibility for all services usually provided by labor law enforcement specialists, including responsibility for representing the program in the district and conducting public education programs and voluntary compliance efforts. Duties and responsibilities may also include training lower level labor law enforcement specialists.
- C. Serves as a working supervisor in performing investigations, intake, education and certification services. This involves planning and coordinating the program activities, providing input on budgetary and legislative matters, recommending revisions to operating methods and guidelines, and supervising and training lower level enforcement specialists providing intake, educational and certification services. Work is performed independently within general procedural and administrative guidelines, and final decisions are reviewed by the administrator of the labor law enforcement program for conformance with legal and policy guidelines.

- D. Independently conducts administrative hearings and informal pre-hearing conferences for simple to moderately difficult cases of complaints on alleged violations of labor laws enforced by the program; and rendering a recommended decision after hearing. This includes cases characterized by a single allegation, clear and concise statement of facts supporting the unlawful activity, issues for which precedents are available, and more difficult cases where the evidence may not be clearly stated. Work is performed under general supervision of a higher level hearings specialist.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

In addition to knowledge and abilities required at the III level, this level requires:

Knowledge of:

- Extensive knowledge of pertinent State and related federal and county labor laws, rules, regulations, and investigative methods and techniques;
- Familiarity with current and proposed legislation that may affect the enforcement program;
- Some positions require knowledge of principles and practices of supervision;
- Some positions require knowledge of principles of conducting administrative hearings, legal terminology, and familiarity with rules of evidence and rules of court necessary for the conduct of administrative hearings.

Ability to:

- Make sound decisions on difficult and sensitive issues;
- Some types of work require ability to assign, review and evaluate the work of others.
- Some types require the ability to conduct administrative hearings and render sound, impartial and objective decisions.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Type A:

1. Reviews assignments of predominantly highly complex complaints for investigation, reviews previous case history of the employer involved, contacts employers, employees and others to explain the purpose of the investigation and secures their cooperation in obtaining pertinent information;
2. Observes work operation, analyzes jobs, interviews employers and employees and others;
3. Examines business records to trace transactions to ascertain whether activities are of an inter- or intra-state nature and determines whether State or federal laws have jurisdiction; and refers complaints lacking jurisdiction to the appropriate unit or agency;
4. Determines employment agreements entered between employer and employees and their implications;
5. Determines extent of coverage and exemptions;
6. Computes amount of back wages owed by reconstruction of records if necessary;
7. Analyzes information obtained to detect violations;
8. Negotiates with employers and employees to resolve differences;
9. Conducts closing conferences with employers to explain nature of violations and recommends corrective actions;
10. Secures agreements for future compliances;
11. Prepares investigation reports and recommendations based on findings;
12. Recommends legal applications for restitution, or in the case of serious violations of law, and if necessary, develops facts for litigation;
13. Follows up on employers' promises to pay;
14. Testifies in court;
15. Prepares correspondence and reports;

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16. Provides information to the public;
17. May review computations and case reports of other labor law enforcement specialists;
18. Assists supervisor with the training of lower level enforcement specialists;
19. Recommends changes or improvements in procedures, policies, and laws;
20. May act for supervisors in their absence.

In addition, Type B performs the following:

21. Works with personnel of other programs, divisions and agencies in matters pertaining to labor law enforcement in responsible district;
22. Conducts secret ballot once-a-month pay elections as assigned;
23. Plans and conducts informational workshops and consultative training sessions on labor laws to promote voluntary compliance and to educate and inform employers, employees, employer and employee organizations, governmental agencies and the general public in responsible district;
24. May train lower level labor law enforcement specialists.

In addition, Type C primarily performs the following:

1. Supervises labor law enforcement specialists engaged in statewide intake and certification activities related to enforcement of State labor laws and rules;
2. Provides guidance and assistance to subordinates;
3. Reviews neighbor island enforcement specialists' activity reports and advises on intake and certification matters;
4. Plans work schedules, assigns cases and reviews work assigned;
5. Identifies training needs, prepares training materials, trains employees, evaluates training effectiveness and provides for in-service training for staff;
6. Advises staff and neighbor island district labor law enforcement specialists in complex, technical and difficult assignments;

7. Administratively closes completed cases;
8. Approves applications for various special certificates;
9. Conducts workshops, and speaks to individuals and employer, employee, and other interested groups on State labor laws and rules;
10. Serves as liaison between the program and State and federal, county and other agencies on informational programs;
11. Prepares correspondence;
12. Maintains operational statistics and prepares monthly reports on program activities;
13. Reviews and approves complaints received;
14. Examines business records for certification;
15. Negotiates with employers and employees to resolve differences;
16. Inspects work premises prior to issuance of work permits to minors to ensure that employment conditions comply with State laws and rules;
17. Recommends issuance of child labor certificates based on findings;
18. Coordinates with county Liquor Commissions in approving the issuance of work permits for minors employed in establishments serving liquor;
19. Makes recommendations to program administrator on the development or promulgation of intake and certification program plans, budget, legislative proposals and testimonies, policies and procedures.

Type D:

1. Reviews assigned complaints of alleged labor law violations;
2. Determines validity of issues in question;
3. Reviews available information and analyzes issues raised by parties;
4. Schedules pre-hearing conference with complainant and employer or employer representative to hear both sides and resolve issue;

5. Schedules and conducts formal administrative hearings on unresolved complaints of alleged labor law violations;
6. Grants or denies postponements, continuances and requests for reopening or withdrawal of complaints or appeals;
7. Advises parties of issues involved;
8. Issues subpoenas for attendance of witnesses or production of pertinent documents;
9. Administers oath and affirmations to all witnesses;
10. Hears testimony to obtain material facts;
11. Rules on all objections and motions;
12. Determines whether exhibits submitted are relevant and competent;
13. Analyzes evidence objectively and impartially;
14. Reviews memoranda and briefs submitted by legal counsel;
15. Conducts research and reviews statutory and court decisions;
16. Prepares findings of fact, cites reasons for decision, determines appropriate remedies, and issues formal decision;
17. Responds to inquiries orally and in writing;
18. Participates in meetings, workshops and seminars relating to the mechanics and processes of the branch activities.

LABOR LAW ENFORCEMENT SPECIALIST V 8.196
(LABOR LAW ENFC SPCLT V)

Distinguishing Characteristics:

Work at this level generally reflects the following types:

- A. Supervises a staff of lower level enforcement specialists engaged in conducting predominantly highly complex labor law compliance investigations. Duties and responsibilities include planning and coordinating program investigation and compliance activities; assigning and scheduling work; exercising control over the quantity and quality of work performed; providing guidance and assistance to subordinates; evaluating performance of work; planning and directing the training of specialists; and performing related duties. Work is performed under general direction of a higher level specialist.
- B. Program specialist work in the program's staff office which involves responsibility for program development and evaluation for a major segment of the labor law administration and enforcement program. This includes developing program plans, policies, procedures, goals and objectives; recommending policy changes and evaluating program effectiveness, assisting with program budget development, coordination and preparation; developing and drafting new and amended legislative and administrative rule changes; developing staff training programs; providing technical assistance and advice to program personnel; and developing and maintaining various program information management systems. Work is performed independently under general supervision and guidance of a higher level program specialist.
- C. Serves as a working supervisor responsible for overseeing hearing activities and conducting administrative hearings on complex to highly complex complaint cases and appeals on notifications of violation issued to employers. The work involves planning, directing and coordinating hearings and pre-hearing conferences; recommending revisions to operating methods and guidelines; preparing budget recommendations; supervising and training lower level enforcement specialists conducting hearings; and conducting administrative hearings.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

In addition to knowledge and abilities required at the IV level, this level requires:

Knowledge of:

- Comprehensive knowledge of operations, programs, policies, legal requirements and techniques of the enforcement program and its relationship with other related organizations in the State.

Ability to:

- Provide technical assistance and advice to other program personnel;
- Deal effectively with top level management personnel on problem areas;
- Make sound, impartial and objective decisions;
- Supervise lower level specialists;
- Some types of work require the ability to prepare budget estimates.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Type A:

1. Supervises a group of lower level labor law enforcement specialists engaged in enforcing and obtaining compliance with labor laws and rules;
2. Plans work schedules, and assigns, reviews and evaluates the work of subordinates;
3. Identifies training needs, prepares training materials, and evaluates training effectiveness;
4. Trains new employees and provides for in-service training for staff;
5. Advises staff on complex, technically difficult and other aspects of assignments;
6. Coordinates with State, federal and county agencies on mutual enforcement problems and issues;
7. Speaks on labor laws and rules before employer, employee and other interested

groups;

8. Justifies and submits budget recommendations;
9. Prepares correspondence;
10. Reviews activity reports of lower level labor law enforcement specialists;
11. Maintains operational statistics and prepares report on program activities.

Type B:

1. Formulates and recommends policies, procedures and standards relating to labor law administration and enforcement;
2. Appraises, through observation, analysis of records and reports and staff consultation, needs for operational improvements, and recommends plans for implementation;
3. Provides technical advice and consultation to the program administrator, supervisors and others concerning labor law administration and enforcement activities;
4. Conducts special review projects to identify the need for legislative changes to the various labor laws and revisions to the various administrative rules;
5. Drafts proposed legislative amendments and related testimonies;
6. Drafts proposed revisions to administrative rules to conform with legislative changes, and coordinates activities related to rulemaking process, including public hearings administrative rules;
7. Attends legislative and special hearings as resource person;
8. Tracks federal legislation, court cases, and other developments which may affect State laws administered by the program;
9. Participates in administering various program records and information systems;
10. Assists with the administration of the program's computer systems, including program's local area network and automated employer and client database and case tracking system; and provides technical assistance to other program personnel;

11. Develops and coordinates training programs conducted by branches, reviews training plans and materials for completeness and accuracy, and evaluates training;
12. Coordinates with supervisors on public relations and educational workshops with the community, employers, employees, and other governmental agencies to improve and facilitate understanding of programs and services;
13. Participates in program budget development and justification;
14. Coordinates with vendors and departmental staff on the acquisition, maintenance and inventory of equipment, computer hardware and software, furniture, supplies forms, subscriptions, and maintenance, lease, and personal service contracts;
15. Assists supervisors with recruitment activities and other personnel matters;
16. Develops and prepares proposals for funding of special programs or projects;
17. Assists with the development of new or revised policies, procedures, standards and laws and coordinates with supervisors on implementation;
18. Prepares correspondence, memoranda and reports on program activities.

Type C:

1. Plans, organizes, directs, coordinates and supervises the conduct of hearings to adjudicate issues relating to non-compliance with labor laws and rules;
2. Plans, assigns, evaluates and monitors work of subordinates conducting hearings;
3. Provides input on proposed legislative measures, rules, policies and procedures;
4. Justifies and prepares budget recommendations for hearings program;
5. Evaluates effectiveness of hearings program plans, policies, procedures, and rules;
6. Develops, recommends and implements hearings program policy or procedural changes;
7. Independently conducts administrative hearings on complaints of alleged

- violations of State labor laws enforced by the program;
- 8. Identifies and determines validity of issues;
- 9. Schedules hearings;
- 10. Grants or denies postponements, continuances and requests for reopening or withdrawal of complaints or appeals;
- 11. Advises parties of issues involved;
- 12. Issues subpoenas for attendance of witnesses or production of pertinent documents;
- 13. Administers oath and affirmations to all witnesses;
- 14. Hears testimony to obtain material facts;
- 15. Rules on all objections and motions;
- 16. Determines whether exhibits submitted by parties are relevant and competent;
- 17. Analyzes evidence objectively and impartially;
- 18. Reviews memoranda and briefs submitted by legal counsel; and conducts research, reviews relevant statutory and court decisions, and determines applicable provision of the law;
- 19. Prepares findings of facts, cites reasons for decision, determines appropriate remedies, and issues recommended decision on complaint hearings and final decision on appeals;
- 20. Responds to inquiries from complainant or respondent either orally or in writing, regarding status of case, hearing process, general procedures, policies and program interpretations;
- 21. Participates in meetings, workshops, and seminars related to the hearing process.