

Minimum Qualification Specifications  
for the Class:

LABOR LAW ENFORCEMENT SUPERVISOR  
(LABOR LAW ENFC SUPERVISOR)

**Prerequisite Knowledge and Abilities Required:**

Knowledge of: Pertinent State and related federal and county labor laws, rules and regulations; labor law investigation and enforcement principles, practices, methods and techniques; bookkeeping principles and practices; goals, objectives, and initiatives of the State's labor law enforcement program and its relationship with other governmental organizations and agencies; procedures and processes related to pertinent labor law enforcement cases involving litigation, hearings, appeals, bankruptcy, small claims, mechanics liens and trusts; reference materials and sources of information necessary for investigative purposes (e.g., labor case court decisions, precedent federal court decisions); sources of information on trends and developments (locally and nationally) in labor law enforcement and administration pertinent to the program; report writing; and principles and practices of supervision.

Ability to: Plan, organize, direct, coordinate and supervise labor law enforcement activities to meet workload demands and established deadlines; interpret and explain various State and related federal labor laws and administrative rules; deal and communicate effectively with others; write clear and concise reports, memoranda, and correspondence; analyze and evaluate data and make sound decisions; identify and resolve highly technical issues relating to coverage, exemptions, exceptions, and preemptions; research, locate, identify and review precedent cases; understand data and transactions on payroll and other business records; research, identify, and analyze pertinent labor law violation trends and adopt changes in procedures, recommend changes in program direction or priorities, and recommend changes in legislation; and plan and provide for staff training or supervise the work of others.

**Basic Education Requirement:**

Graduation from an accredited four (4) year college or university with a bachelor's degree which included or was supplemented by completion of coursework in bookkeeping. This training in bookkeeping may have been gained through a high school curriculum in bookkeeping, coursework at an accredited technical school or coursework from an accredited college or university in accounting. The course content in all cases must have included training in the preparation of financial statements.

Excess work experience as described under the Specialized Experience, below, or any other progressively responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis, provided that the applicant has had education in bookkeeping as specified above, or one (1) year of bookkeeping experience. The one year of bookkeeping experience must have included the preparation of financial statements.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements:**

Specialized Experience: Three and one-half (3-1/2) years of progressively responsible professional labor law enforcement work experience which involved the application of labor laws and rules as a primary function, in performing investigations, and/or enforcing and promoting compliance with State laws and rules pertaining to wage and hour; wages and hours of employees on public works; payment of wages and other compensation; family leave; and child labor.

Supervisory/Staff Specialist Experience: One (1) year of Supervisory and/or Staff Specialist Experience of the type and quality described below.

1. Supervisory work experience which included: (1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance, and disciplining them when necessary.
2. Experience as a staff specialist which involved responsibility for conducting staff studies and making recommendations for the development or revision of program plans, policies and procedures; providing technical advice and direction; monitoring and evaluating program(s) for efficiency, effectiveness and conformance with program requirements; conducting special studies; and recommending staff requirements and developing training plans and materials.

**Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

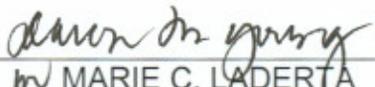
**Mental/Emotional Requirements:**

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specification for the class LABOR LAW ENFORCEMENT SUPERVISOR (LABOR LAW ENFC SUPERVISOR) approved on January 21, 1997.

DATE APPROVED: 1/13/2006

  
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MARIE C. LADERA  
Director of Human Resources Development