

Specification for the Classes:

LABOR PROGRAMS FIELD MANAGER I AND II
(LABOR PROGRAMS FIELD MGR I & II)

Labor Programs Field Managers are responsible for managing a district office located on the islands of Hawaii, Kauai, or Maui, relative to the programs administered by the Disability Compensation, Wage Standards, and Hawaii Occupational Safety and Health divisions in the Department of Labor and Industrial Relations. Positions represent the State Director of Labor and Industrial Relations within their respective districts; enforce the laws, rules and regulations of the programs identified above; conduct disability compensation hearings; and supervise a staff of enforcement/compliance specialists and clerical personnel. Positions have extensive personal contacts with representatives of various groups and individuals, and promote and establish positive public relations with employers, employees, unions, members of the medical and legal professions, and representatives from civic organizations and clubs, industry associations, and government organizations and schools.

Class Distinctions:

LABOR PROGRAMS FIELD MANAGER I 17.566
(LABOR PROGRAMS FIELD MGR I)

Positions in this class manage an outlying district office (e.g., Kona) located within a specified geographical area of a county district. They receive administrative supervision from a higher level Labor Programs Field Manager, functional supervision from the various division administrators, and general direction from the Director of Labor and Industrial Relations.

LABOR PROGRAMS FIELD MANAGER II 17.567
(LABOR PROGRAMS FIELD MGR II)

Positions in this class manage a district office responsible for carrying out the respective labor programs within an entire county district. They receive functional supervision from the various division administrators and general direction from the Director of Labor and Industrial Relations.

Some positions also provide administrative supervision to a lower level Labor Programs Field Manager.

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 that are not listed. The scope and level of complexity of assigned duties are commensurate with the scope and level of complexity of work reflected in each class.)*

1. Advises, explains, and interprets to employers, employees, unions and their respective representatives the various laws, rules and regulations governing the activities of the Disability Compensation, Wage Standards, and Hawaii Occupational Safety and Health divisions.
2. Promotes and maintains good public relations with various members and groups of the county district relative to the programs.
3. Supervises and participates in the conduct of hearings on disability compensation matters, determines the validity of claims and entitlement for benefits, and recommends awards to the State-level disability compensation office for disposition.
4. Refers disability compensation cases to the Vocational Rehabilitation Branch for rehabilitation and retraining.
5. Secures compliance with laws pertaining to employers' provision of workers compensation and prepaid health insurance for employees.
6. Supervises the review and processing of industrial accident records and reports for permanent, partial and total disabilities and death claims. Determines whether or not benefits are payable.
7. Oversees the processing of claims for unpaid back wages from employers.
8. Reviews and approves applications for child labor certificates.
9. Oversees the receipt of wage-hour complaints and the completion of forms.
10. Supervises inspections and investigations relative to the enforcement of the various laws of the Wage Standards and Occupational Safety and Health divisions.
11. Makes periodic visits to various areas within the district to review the proper application of labor laws and to observe and keep abreast of labor market and economic conditions.

12. Issues subpoenas for the appearance of witnesses and the production of records and evidence in legal proceedings, and testifies in proceedings as requested.
13. Prepares budget estimates and justifications.
14. Maintains close working relationships with departmental personnel engaged in other labor and industrial relations programs and activities in the district.
15. Evaluates policies and procedures and recommends changes for improvement.
16. Prepares correspondence and reports.
17. Assigns work, evaluates job performance, and counsels and provides guidance to staff. Makes recommendations on personnel matters including disciplinary actions and grievances.

In addition, positions in the class Labor Programs Field Manager II:

18. May provide administrative supervision to a lower level Labor Programs Field Manager, who manages an outlying district/assigned geographic area within the county district.

FULL PERFORMANCE KNOWLEDGE AND ABILITIES REQUIRED: *(The knowledge and abilities required in order to effectively perform the key duties for each of these classes are indicated in the following table. The degree of each knowledge and ability required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in each class.)*

*“P” indicates prerequisite knowledge and abilities, that must be brought to the job.
“A” indicates knowledge and abilities that are required for full performance but may be acquired on the job, within the probationary period.*

<u>Knowledge of:</u>	Labor Prgm Field Mgr	
	I	II
1. Federal laws and regulations, and State laws and rules pertaining to disability compensation, prepaid health insurance, child labor, wages and hours, wage payments, family leave occupational safety and health, or related matters.	P	P
2. Organization functions, policies and practices of the program administered by the Disability Compensation,	A	A

Wage Standards, and Occupational Safety and Health divisions.		
3. Local industrial and labor conditions.	A	A
4. Inspectional and investigational methods and techniques.	P	P
5. Principles and practices of supervision and management.	A	A
6. Work organization and staff utilization.	P	P
7. Public Relations.	A	A
8. Report Writing.	P	P
<u>Ability to:</u>		
1. Manage and carry out the general labor programs in the assigned district area, including directing the work of others.	P	P
2. Explain and interpret the laws, rules, regulations, policies, practices of the labor programs.	P	P
3. Understand medical terminology as applicable to industrial injuries.	P	P
4. Conduct hearings, inspections and investigations.	P	P
5. Establish and maintain effective working relationships with representatives of other agencies and the general public.	P	P
6. Speak effectively before others.	P	P
7. Prepare clear and concise reports.	P	P
8. Supervise and evaluate the work of others.	P	P

MINIMUM QUALIFICATION REQUIREMENTS

Basic Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other 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. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

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:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Spclzd Exp (Yrs)	Supvy Apt	AdminApt	Total Exp (Yrs)
Labor Programs Field Manager I	4	*	**	4
Labor Programs Field Manager II	5	*	**	5

Specialized Experience: Responsible work experience in one or a combination of the following fields: disability compensation, labor law enforcement, occupational safety and health, or labor and industrial relations which involved securing, evaluating and analyzing facts and making recommendations.

At least one (1) year of the Specialized Experience must be comparable to the State of Hawaii journey worker level or higher in at least one of the fields listed above. Such experience must have provided the applicant with a good knowledge of federal and/or State labor laws, rules and regulations pertaining to disability compensation, child labor, wage and hour, wage payments or related matters.

* **Supervisory Aptitude:** Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader, or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

** **Administrative Aptitude:** Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong

affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

Possession of a law degree from a school of law accredited by a nationally recognized specialized accrediting body (or coursework deemed comparable by a nationally recognized specialized accrediting body), may be substituted for two (2) years of the Specialized Experience. This degree or coursework may not be substituted for experience comparable to the State of Hawaii journey worker level experience, in the fields previously listed.

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. For such positions, Selective Certification Requirements may be established and 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 with or without reasonable accommodation.

Any condition that 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 of Human Resources Development.

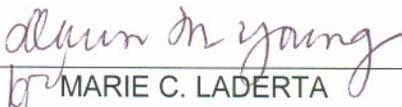
Mental/Emotional Requirements:

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

This is the first specification for the new class LABOR PROGRAMS FIELD MANAGER I; and an amendment to the class specification and minimum qualification specification for the class Labor Programs Field Manager which were approved on September 22, 1982, and a change in class title to LABOR PROGRAMS FIELD MANAGER II.

Effective Date: August 1, 2000

DATE APPROVED: 10/11/07



MARIE C. LADERTA
Director of Human Resources Development