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Minimum Qualification Specifications
for the Class:

LABOR LAW ENFORCEMENT ADMINISTRATOR
(LABOR LAW ENFORCEMENT ADMR)

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 below, or any equivalent combination of training and experience.

Specialized Experience: Three and one-half (3-1/2) years of progressively responsible work experience which involved the application of labor laws, rules and regulations as a primary function, in performing investigations, and enforcing and promoting compliance with such laws, rules and regulations.

Supervisory or Staff Experience: Three (3) years of experience in one or a combination of the following:

A) Supervisory experience in any field dealing with employer/employee relationships, e.g., labor and industrial relations, human resources management, etc., 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.

B) Staff specialist experience in a labor law program which involved developing and revising standards and procedures, recommending policy changes and evaluating program effectiveness.

The applicant's overall experience must have demonstrated knowledge and understanding of one or more labor laws, rules and regulations related to the law(s) that the State labor law enforcement program is responsible for administering.

Administrative Experience: Experience which included active participation in and major responsibility for the development, management, execution and coordination of enforcement policies, activities and programs. Administrative aptitude rather than actual administrative experience may be accepted. Administrative aptitude is the demonstration of 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 involve administrative problems, (e.g., in planning, organizing, promoting and directing a program providing staff advice and assistance); interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of managerial problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial 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 a master's degree in Human Resources, or other graduate degree from an accredited college or university, which include satisfactory completion of coursework which involved the study of labor laws, rules and regulations may be substituted for one (1) year of the required Specialized Experience.

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 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 with or without reasonable accommodation 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 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.

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This is an amendment to the minimum qualification specification for the class LABOR LAW ENFORCEMENT ADMINISTRATOR (LABOR LAW ENFORCEMENT ADMR), approved on May 9, 1989.

DATE APPROVED: 1/21/04

/s/Dawn M. Young
KATHLEEN N. A. WATANABE
Director of Human Resources Development