

Specification for Class of

INDUSTRIAL RELATIONS AGENT

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: In the Department of Labor and Industries, as the working level class of the series, interprets and enforces state labor laws, including public works, overtime, child labor, minimum wage, family leave and care, agricultural labor, farm labor, and employment standards. Investigates wage disputes. Mediates and/or negotiates settlements between employers and employees.

Typical Work

Provide interpretation, application, and enforcement of state labor laws, including the Industrial Welfare, public Work, Farm Labor, Agricultural Labor, Minimum Wage and Overtime, Family Leave, Family Care, Employment Standards, and Child Labor;

With substantial amount of discretionary authority for exercising judgement, and in conjunction with above cited statutes, employees in these position are expected to be fully knowledgeable, conversant, and capable of applying and enforcing relevant administrative law and agency policies;

Represents the Department of Labor and Industries to business firms, employer associations and their legal counsels, employees, employee groups, unions, local governmental agencies, including law enforcement and other interested parties;

Participates in meetings and conferences; addresses groups interested in labor law and regulations;

Mediates disputes and negotiates settlement for collection of unpaid wages, agreed wage, and improper or non-payment of overtime; issues subpoenas, resolves wage disputes and employment issues between employees and employers; reviews company employment policies and audits payroll records to determine unlawful payment of wages; prepares case files for litigation and participation in administrative hearings, trials, and arbitration;

Determines validity of prevailing wage complaints by applying rules and regulations promulgated under the Public Works statutes; conducts investigations and obtains evidence, which includes interviewing workers and reviewing contracts between public agencies, contractors, and subcontractors; audits payroll records, negotiates for restitution of wages, mediates

settlements that both parties find acceptable; files liens with public agencies and prepares case files for litigation;

Responsible for implementation and enforcement of child labor regulations; educating and consulting with school officials, employers, and students involving record keeping and variance requests; conduct employer surveys to collect child labor data for departmental use in evaluating the child labor laws per legislative mandate; recommend for adoption of new child labor regulations; investigate child labor complaints and injuries; issue letters of abatement, assess civil money penalties and issue citations and orders of immediate restraint for violation of child labor laws; evaluate and monitor school-to-work programs for minors;

Investigates and enforces farm labor contracting, licensing, and bonding to ensure proper payment of wages to reforestation or agricultural workers under the Farm Labor Contractors Act;

Provide technical support tot field service managers and their staff regarding application of regulations, issuance of special permits and interpretation of policies under applicable state laws;

Responds to public disclosure requests and develops methods to maintain case file information to assure evidence can be released upon request and in compliance with departmental policies;

Compiles reports upon request regarding activities, cases, and special case investigations, providing recommendations for resolution and disposition.

#### Knowledge and Abilities:

Knowledge of: laws governing all phases of labor relations, general policies, principles and practices of labor and management; state wage and hour laws and related federal laws and regulations; contracts and related labor relations; ability to apply such knowledge to mediation, arbitration, and resolution; principles, standards and techniques of personal investigations; rules of evidence, auditing, accounting, and bookkeeping procedures.

Ability to: interpret complex laws, rules, and regulations; analyze issues involving wage disputes and formulate suggestions for settlement of disputes; prepare written documents; organize facts, arguments and conclusions in clear and logical sequence; gather, preserve and present material; identify relevant and

pertinent evidence; exercise good judgement in wide variety of public contact; travel frequently and for extended periods.

Minimum Qualifications

A Bachelor's degree.

AND

Two years of experience in labor/employment relations and regulations, collection of revenue/taxes from employers/businesses, investigation of complaints of misconduct, audit of employer financial records, or the interpretation and explanation of Labor and Industries rules and regulations regarding employment standards, wages and hours, and child labor laws or related experience.

Additional qualifying experience will substitute for education at the rate of one year of experience for one year of education.

New class: 5-1-64

Revised minimum qualifications: 9-1-68

General revision: 11-1-68

Title and code change (formerly Industrial Relations Agent, 4799):  
3-26-76

Revised definition: 2-13-87

Revised minimum qualifications and title change (formerly Industrial Relations Agent 1): 9-9-94

Salary adjustment, revised definition and minimum qualifications:  
adopted 12-97; effective 7-1-98