

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Labor Law Compliance Officer**

**Class Code: 10610**

**Pay Grade: GJ**

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### **A. Purpose:**

Directs a labor law compliance program to ensure federal and state labor laws, rules, and regulations are enforced.

### **B. Distinguishing Feature:**

Labor Law Compliance Officers enforce compliance with labor laws, rules and regulations; and develop, recommend, and implement policies and procedures for the program.

Civil Rights Program Specialists implement programs relating to affirmative action, equal employment opportunity, minority business enterprise, and Title VI.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Implements the mandates of a labor law program to ensure compliance by state agencies, and consultants and contractors.
  - a. Develops, recommends, and implements policies and procedures.
  - b. Monitors labor laws for changes.
  - c. Provides direction to staff and contractors regarding implementation by maintaining manuals of policies and procedures and developing and providing training.
2. Monitors implementation of program requirements to ensure correctness, compliance, and understanding.
  - a. Conducts on-site inspections.
  - b. Reviews data submitted by users.
  - c. Reviews records and payrolls.
  - d. Recommends corrective actions.
3. Develops and implements policies and procedures to identify and correct labor law violations.
  - a. Conducts investigations and prepares findings of fact.
  - b. Recommends resolutions and negotiates settlement of claims.
  - c. Provides services to other governmental agencies, private businesses, and individuals by investigating claims and negotiating resolutions and settlements.
4. Compiles and reports data to measure the program's effectiveness, and to determine wage scales and rates.
  - a. Analyzes and reports wage rate data to appropriate federal and state agencies.
  - b. Distributes wage rate determinations.
  - c. Prepares and submits compliance reports, and summaries of investigations to appropriate federal and state agencies.
5. Performs other work as required.

#### **D. Reporting Relationships:**

Reports to an Audits and Compliance Manager. Does not supervise.

#### **E. Challenges:**

Challenged to research, interpret, and implement federal and state laws, rules and regulations. This is difficult because the language is often ambiguous, and open to broad interpretation. Another challenge is educating staff and contractors to ensure consistent enforcement of all applicable laws.

Problems include performing investigations in a timely and equitable manner, and maintaining liaison with reluctant participants.

#### **F. Decision-making Authority:**

Decisions include interpreting federal labor laws, maintaining policies and procedures, content and extent of training courses, enforcement methods, and negotiating prevailing wages with contractors.

Decisions referred to a higher authority include approval of recommended policies, program changes, and reports issued to federal agencies.

#### **G. Contact with Others:**

Daily contact with field personnel and participating contractors to discuss labor law compliance requirements, answer questions, and investigate violations; and periodic contact with contractors' employees to discuss possible violations and conduct wage rate interviews, the department legal section to obtain legal direction, federal agencies to discuss compliance problems and rules interpretations, and obtain prevailing wage decisions.

#### **H. Working Conditions:**

Works in a typical office environment.

#### **I. Knowledge, Skills, and Abilities:**

Knowledge of:

- state and federal laws, rules and regulations applicable to labor law compliance;
- investigative procedures;
- salary and wage administration;
- workers' classifications and wage evaluations.

Ability to:

- interpret and implement laws;
- gather, analyze, and interpret data; and prepare reports;
- assess program effectiveness;
- train and direct department personnel;
- communicate information clearly and concisely;
- plan and conduct investigations, ascertain facts, and obtain evidence;
- effectively interview contractors, employees, claimants, and witnesses;

- objectively analyze allegations, testimony, and documents.