



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

EMPLOYMENT STANDARDS INVESTIGATOR II

Job Number: 20000899

Job Code: 37520V230916

Job Group: 3700 - INDUSTRIAL COMPENSATION & INSP

Job Established: 11/16/1984

Job Revised: 09/16/2023

Grade: 13 Salary (MIN - MID):

\$20,549-\$30,824 - Hourly

\$3,339.22-\$5,008.90 - 37.5 Hr. Monthly Salary

\$3,561.84-\$5,342.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs complex investigations of complaints involving multiple claimants of business establishments and public works construction projects and Kentucky employers to ensure compliance with state and federal labor laws.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of experience in the inspection, auditing, or analysis of accounting, financial, or payroll records, or in a math related field.

Substitute EDUCATION for EXPERIENCE:

Training in accounting or a related field will substitute for the required experience on a year-for-year basis. A Master's degree will substitute for one year of required experience.

Substitute EXPERIENCE for EDUCATION:

Experience in one of the above or related fields will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs physical inspections of business establishments and public works construction projects to assure compliance with state and federal laws pertaining to wages, hours of work, exemptions of coverage, tip pooling methods of concealing illegal actions through record keeping. Investigates complaints where multiple claimants are involved. Conducts audits and transcribes portions of payroll and time records to determine if minimum wage and overtime have been paid as prescribed by law. Interviews employees and employers to verify accuracy of records and to determine if laws relating to the employment of minors have been violated. Conducts payroll examinations on claims for unpaid wages. Discusses violations disclosed by investigations with the employer, and where possible, obtains an agreement to correct the violations and make restitution of unpaid wages due under the law. Conducts or supervises the computation and payment of back wages upon receipt of appropriate signatures and full releases. Represents the Labor Cabinet at seminars and other public functions involving Kentucky Wage and Hour laws interpretation and discussion. Works with staff of other agencies engaged in similar work to combine available information and work resources. Prepares records and reports. Assists in the training of new employee. Evaluates evidence and assists in the preparation of Findings of Fact on wage and hour disputes.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Occasional travel will be required to perform inspections of business records and establishments.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary, it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.