



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

EMPLOYMENT STANDARDS INVESTIGATOR SUPV

Job Number: 20000900

Job Code: 37530V230916

Job Group: 3700 - INDUSTRIAL COMPENSATION & INSP

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 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.*

Supervises Employment Standards Investigators and reviews all employment standards investigative reports for verification of statutory, regulatory and procedural compliance, including those submitted for issuance of tentative finding of fact; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

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

EXPERIENCE, TRAINING, OR SKILLS:

Four years of experience in the inspection, auditing, or analysis of accounting, financial, or payroll records, or in a math related field. Three years of the required experience must be as an employment standards investigator.

Substitute EDUCATION for EXPERIENCE:

Training in accounting or a math 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.*

Supervises investigator and investigation activities of Employment Standards Investigators. Reviews, analyzes, and evaluates cases prepared by investigative staff. Examines findings, documentation and interpretations of evidence reported to verify appropriate enforcement of statutes and regulations and to ensure that investigative techniques and procedures are in accordance with established policy. Verifies the accuracy of audits. Provides technical assistance to Employment Standards Investigators. Performs the functions of an Employment Standards Investigator when needed. Prepares Tentative Findings of Fact and reviews case files submitted to General Counsel for procedural hearings or legal action. Prepares work plans and training materials and conducts classroom style seminars and field instruction for investigative staff. Meets with the employers and interested groups upon request to discuss and interpret the various state and federal laws pertaining to wages, hours of work, child labor laws, exemptions from coverage and methods of wage payments. Reviews complaints received and schedules assignments of subordinates. Answer correspondence and phone inquiries regarding interpretation of laws and regulations governing employment standards. Prepares records, reports, and any related duties as assigned.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

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 the position at issue. 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.