

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Wage & Hour Investigator

SERIES NO.:

2628

MAJOR AGENCIES:

Commerce Only

EFFECTIVE DATE:

06/18/2000

SERIES PURPOSE:

The purpose of the wage & hour investigator occupation is to independently conduct wage & hour investigations of complaints & alleged violations against employers to ensure compliance with chapters 4109, 4111 & 4115 of Ohio revised code.

At the first level, incumbents independently conduct wage & hour investigations & determine employers liability according to chapters 4109, 4111 & 4115 of Ohio revised code.

At the supervisory level, incumbents oversee & evaluate statewide wage & hour investigation activities in field to ensure compliance with chapters 4109, 4111 & 4115 of Ohio revised code & supervise wage & hour investigators.

At the first managerial level, incumbent serves as assistant director of statewide wage & hour investigations, assists in development & implementation of agency wage & hour investigation policies & procedures, acts in absence of wage & hour investigation director & supervises wage & hour investigation supervisors & support staff.

At the second managerial level, incumbent administers, directs, plans & enforces Ohio's statewide wage & hour investigation laws according to chapters 4109, 4111 & 4115 of Ohio revised code, develops & implements agency wage & hour investigation policies & procedures & supervises wage & hour investigation assistant director & support staff.

Glossary: The following terms will be used throughout the classification specification and are to be interpreted as follows:

Chapter 4109 of Ohio revised code: employment of minors.

Chapter 4111 of Ohio revised code: minimum fair wage standards.

Chapter 4115 of Ohio revised code: wages & hours on public works.

Note: This classification series is reserved for Ohio Department Of Commerce only.

CLASS TITLE:

Wage & Hour Investigator

CLASS NUMBER:

26281

EFFECTIVE DATE:

05/11/1997

CLASS CONCEPT:

The full performance level class works under direction & requires thorough knowledge of investigative procedures & techniques & laws & rules applicable to wage & hour investigations in order to independently conduct wage & hour investigations from complaints & alleged violations against employers, resolve wage & hour issues, complex problems & determine employer liability according to chapters 4109, 4111 & 4115 of Ohio revised code.

CLASS TITLE:

Wage & Hour Investigation Supervisor

CLASS NUMBER:

26285

EFFECTIVE DATE:

12/07/1997

CLASS CONCEPT:

The supervisory level class works under direction & requires thorough knowledge of investigative procedures & techniques & laws & rules applicable to wage & hour investigations in order to oversee & evaluate statewide wage & hour investigation activities in field to ensure compliance with chapters 4109, 4111 & 4115 of Ohio revised code & supervise wage & hour investigators.

CLASS TITLE:

Wage & Hour Investigation Assistant Director

CLASS NUMBER:

26286

EFFECTIVE DATE:

12/07/1997

CLASS CONCEPT:

The first management level class works under general direction & requires thorough knowledge of wage & hour laws & rules, agency policies & procedures governing wage & hour investigations in order to serve as assistant director of statewide wage & hour investigations, assist wage & hour investigation director in development & implementation of agency wage & hour investigation policies & procedures, act in absence of wage & hour investigation director & supervise wage & hour investigation supervisors & support staff.

CLASS TITLE:

Wage & Hour Investigation Director

CLASS NUMBER:

26287

EFFECTIVE DATE:

12/07/1997

CLASS CONCEPT:

The second management level class works under administrative direction & requires extensive knowledge of wage & hour laws & rules, agency policies & procedures governing wage & hour investigations in order to serve as director of wage & hour investigation division, administer, direct, plan & enforce Ohio's statewide wage & hour investigation laws according to chapters 4109, 4111 & 4115 of Ohio revised code, develop & implement agency wage & hour investigation policies & procedures & supervise wage & hour investigation assistant director & support staff.

CLASS TITLE: Wage & Hour Investigator	CLASS NUMBER: 26281	BARGAINING UNIT: 007
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EFFECTIVE DATE:

05/11/1997

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently conducts wage & hour investigations from complaints & alleged violations against employers (e.g., examines books & records; interviews employees & employers; investigates complaints on specific violations; determines job classification & fringe benefits; performs follow-up inspections; makes recommendations & provides consultation to employers to improve conditions; makes preliminary determination as to validity of complaint/allegation after interviewing involved parties & reviewing applicable documentation), & resolves wage & hour issues, complex problems & determines employer liability according to chapters 4109, 4111 & 4115 of Ohio revised code.

Trains & provides work direction to new wage & hour investigators; receives & reviews collective bargaining agreements from each labor organization & operates personal computer to update & publish prevailing wage rates in standard format to include classifications, hourly rates, fringe contributions, apprenticeship progress schedules & ratio information.

Computes, gathers, completes & maintains required reports & records (e.g., investigation reports & statistics; case files & related correspondence; records of establishments visited, calls made & miles traveled); operates personal computer using computer software packages (e.g., lotus 1-2-3, wordperfect) to prepare, enter, edit & verify investigation data.

Prepares & presents speeches regarding wage & hour laws to labor, professional, civic, educational & public groups.

MAJOR WORKER CHARACTERISTICS:

Knowledge of chapters 4109, 4111 & 4115 of Ohio revised code*; investigative practices & techniques; wage & hour collective bargaining laws & rules*; case preparation*, interviewing; public relations; decision making communication; basic mathematics; employee training & development*. Skill in operating personal computer. Ability to conduct investigations, define problems, collect data, establish facts & determine employer liability; use statistical analysis; use proper research methods in gathering data; prepare & maintain accurate reports & records; handle routine & sensitive inquiries from & contacts with complainants & alleged violators; prepare & deliver speeches before specialized audiences & general public*.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

2 yrs. trg. in investigative practices & techniques or 2 yrs. investigative exp.; 3 mos. trg. or 3 mos. exp. in use of word processing for windows computer software; 6 mos. trg. or 6 mos. exp. in use of spreadsheet computer software; 3 mos. trg. or 3 mos. exp. in interviewing principles & techniques; 3 mos. trg. or 3 mos. exp. in public relations; 3 mos. trg. in statistics or 3 mos. exp. in application of statistical analysis; must travel & must be able to provide own transportation for travel; must provide automobile insurance coverage pursuant to section 4509.51 of revised code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to hostile or violent persons.

CLASS TITLE: Wage & Hour Investigation Supervisor	CLASS NUMBER: 26285	BARGAINING UNIT: EX
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EFFECTIVE DATE:

12/07/1997

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Oversees & evaluates statewide wage & hour investigation activities in field to ensure compliance with chapters 4109, 4111 & 4115 of Ohio revised code & supervises wage & hour investigators.

Implements changes in wage & hour investigation procedures; recommends changes in wage & hour investigation procedures to wage & hour assistant investigation director & wage & hour investigation director.

Reviews & evaluates wage & hour investigation reports to ensure compliance with wage & hour laws; checks investigation reports for accuracy; prepares operational production reports concerning work activities of unit; responds to complaints & resolves problems from wage & hour investigators, general public, employees & employers; travels to on-site locations to conduct field visits; operates personal computer to generate reports, retrieve data & check wage & hour investigators accuracy on personal computers.

Acts as liaison between assistant director & investigators in direction & production of investigations; conducts staff meetings to review policies & procedures & to discuss problems, suggestions & errors; attends meetings to provide & obtain procedural information regarding wage & hour investigations; prepares & presents speeches regarding wage & hour laws to labor, professional, civic, educational & public groups.

MAJOR WORKER CHARACTERISTICS:

Knowledge of chapters 4109, 4111 & 4115 of Ohio revised code; departmental policies & procedures applicable to wage & hour investigations; employee training & development; supervisory principles/techniques*; public relations; interviewing; decision making communication; office practices & procedures. Skill in operating personal computer. Ability to use proper research methods in gathering data; prepare meaningful, concise & accurate reports; define violation; use statistical analysis; prepare & maintain accurate reports & records; handle sensitive inquiries from & contacts with complainants & alleged violators; prepare & deliver speeches before specialized audiences & general public; establish friendly atmosphere as supervisor.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Wage & Hour Investigator, 26281; must travel & must be able to provide own transportation for travel; required to maintain automobile insurance pursuant to section 4509.51 of revised code.

-Or 2 yrs. trg. in investigative practices & techniques or 2 yrs. investigative exp.; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques; must travel & must be able to provide own transportation for travel; required to maintain automobile insurance pursuant to section 4509.51 of revised code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to hostile or violent persons.

CLASS TITLE: Wage & Hour Investigation Assistant Director	CLASS NUMBER: 26286	BARGAINING UNIT: EX
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EFFECTIVE DATE:
12/07/1997

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as assistant director of statewide wage & hour investigations, assists wage & hour investigation director in development & implementation of agency wage & hour investigation policies & procedures, acts in absence of wage & hour investigation director & supervises wage & hour investigation supervisors & support staff.

Independently resolves problems & formulates decisions & judgments involving interpretation of wage & hour policies & procedures from employees & public according to chapters 4109, 4111 & 4115 of Ohio revised code; handles complex wage & hour problems from wage & hour investigation supervisor; conducts on-site visits to monitor wage & hour investigation activities for compliance to wage & hour laws & prepares detailed reports of findings to director; monitors divisions response to complaints from employers & public; contacts non-complying employers to resolve problems & obtain compliance; ensures implementation of new agency policies & procedures are carried out by wage & hour investigators.

Prepares & delivers speeches to specialized groups & general public wage & hour laws.

MAJOR WORKER CHARACTERISTICS:

Knowledge of chapters 4109, 4111 & 4115 of Ohio revised code; departmental policies & procedures applicable to wage & hour investigations; employee training & development; supervisory principles/techniques; public relations; interviewing; decision making communication; office practices & procedures; managerial principles/techniques*. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; handle sensitive inquiries from & contacts with employees & employers when resolving problems; develop good rapport with employers & investigators; prepare & deliver speeches before specialized audiences & general public; establish friendly atmosphere as assistant director.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Wage & Hour Investigation Supervisor, 26285; must travel & must be able to provide own transportation for travel; required to maintain automobile insurance pursuant to section 4509.51 of revised code.

-Or completion of undergraduate core program in public or business administration or human resource management; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; 6 mos. trg. or 6 mos. exp. in managerial (i.e. responsible for guiding & coordinating worker activities & organizational or program policies/rules/practices/methods/standards & budget development) principles/techniques; must travel & must be able to provide own transportation for travel; required to maintain automobile insurance pursuant to section 4509.51 of revised code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE: Wage & Hour Investigation Director	CLASS NUMBER: 26287	BARGAINING UNIT: EX
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EFFECTIVE DATE:

12/07/1997

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as director of wage & hour investigation division, administers, directs, plans & enforces Ohio's statewide wage & hour investigation laws according to chapters 4109, 4111 & 4115 of Ohio revised code, develops & implements agency wage & hour investigation policies & procedures & supervises wage & hour investigation assistant director & support staff.

Prepares & monitors budget expenditures; reviews & approves/disapproves expenditure request; compiles information for public distribution & updates related information in files.

Serves as advisor to higher-level administrator; represents division in daily contact with administrators, union officials, school superintendents, local officials & legislators; makes periodic inspections statewide of field inspection activities to ensure compliance with regulations.

Acts as liaison with public authorities pertaining to enforcement of chapters 4109, 4111 and 4115 of Ohio revised code; handles unexpected problems regarding wage & hour laws; prepares & delivers speeches before specialized groups & general public; travels to field offices to implement & coordinate divisions goals & objectives.

MAJOR WORKER CHARACTERISTICS:

Knowledge of chapters 4109, 4111 & 4115 of Ohio revised code; departmental policies & procedures applicable to wage & hour investigations; speech & written composition principles & techniques; budgeting; supervisory principles/techniques; public relations; interviewing; decision making communication; managerial principles/techniques. Ability to interpret extensive variety of technical information in books, agency manuals & state regulations; write &/or edit agency wage & hour policies; resolve complaints from angry citizens & government officials; prepare & deliver speeches before specialized audiences & general public; define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; establish friendly atmosphere as director.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Wage & Hour Investigation Assistant Director, 26286; must travel & must be able to provide own transportation for travel; required to maintain automobile insurance pursuant to section 4509.51 of revised code.

-Or completion of undergraduate core program in public or business administration or human resource management; 24 mos. trg. or 24 mos. exp. in supervisory principles/techniques; 12 mos. trg. or 12 mos. exp. in managerial (i.e., responsible for guiding & coordinating worker activities & organizational or program policies/rules/practices/methods/standards & budget development) principles/techniques; must travel & must be able to provide own transportation for travel; required to maintain automobile insurance pursuant to section 4509.51 of revised code.

-Or equivalent of minimum class qualifications for employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.