



CITY OF SEATTLE

Labor Standards Investigator

SALARY:	\$31.35 - \$36.43 Hourly
LOCATION:	Central Building, 810 3rd Ave., Seattle, Washington
JOB TYPE:	Classified Civil Service, Regular, Full-Time
SHIFT:	Day
DEPARTMENT:	Office of Labor Standards
BARGAINING UNIT:	PTE, Local 17 - Professionals
CLOSING DATE	06/27/17 05:00 PM Pacific Time

POSITION DESCRIPTION:

As a leader on workplace practices that promote equity, advance race and social justice, address wage gaps and create a fair and healthy economy for workers, businesses and residents, the City of Seattle created an Office of Labor Standards (OLS). This position will handle an investigation caseload receiving complaints, investigating, and recommending resolutions to complaints of violations of the Paid Sick and Safe Time Ordinance (PSST), Fair Chance Employment Ordinance (FCE), Minimum Wage Ordinance (MW), Administrative Wage Theft Ordinance (WT), Secure Scheduling Ordinance (SS), the Hotel Employees Health and Safety Initiative (HEHS), and other labor standards the City may enact in the future.

The Labor Standards Investigator position is a full-time, hourly, over-time eligible position that will report to the Supervising Investigator.

JOB RESPONSIBILITIES:

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- Conduct intake* and investigations of alleged non-compliance of Seattle's Labor Standards (some claims involve both labor standard and civil rights discrimination violations) including highly sensitive and/or complex investigations.
- Determine legitimacy of complaint, gather and preserve evidence, examine witnesses, review payroll records, conduct complex research using various databases and other legal tools, analyze fact patterns and prepare and issue detailed formal determinations and orders.
- Negotiate and draft legally binding settlement contracts and conduct conciliation in cases where a violation of non-compliance of the labor standards law or discrimination is found.
- Work on a variety of special projects, as assigned, that may include developing and leading presentations on Seattle's Labor Standards, reviewing labor ordinances, policies and procedures, recommending new legislation to policy makers and policies and procedures to OLS, analyzing and applying federal and/or state case law and regulations.

*The intake role is currently a full-time position assumed by one labor standards investigator at a time and rotated among all regular labor standards investigators. This process is subject to change according to

need.

The work product of the Office of Labor Standards is subject to judicial scrutiny and must meet procedural and technical standards in accordance with applicable federal and state laws and regulations.

QUALIFICATIONS:

REQUIRED QUALIFICATIONS

- A bachelor's degree in Public or Business Administration, Human Resources Management and Industrial Relations, political science, law, accounting or a related field **and** two years of professional level experience with major work assignments emphasizing investigation of labor and employment law violations, civil rights law enforcement complaint investigation, personnel administration, labor relations, or related work as a mediator in these areas (or a combination of education and/or training and/or experience which provides an equivalent background required to perform the work).
- Knowledge of Seattle's Labor Standard Laws (PSST, FCE, MWO, WT, SSO, HEHS).
- Familiarity with civil rights discrimination laws (Employment, Housing, Public Accommodations, and Contracting).
- Proficient use of written and spoken English, strong critical thinking and analytical skills, advanced computer skills, including excel, demonstrated ability to effectively manage stressful situations, ability to contribute positively to a diverse working environment.

HIGHLY DESIRED QUALIFICATIONS

- A Master's degree or a law degree.
- Experience investigating complaints and/or conducting proactive investigations, especially regarding labor standards issues.
- Spoken and/or written proficiency in a second language, especially Spanish, Vietnamese, Chinese, or Amharic.
- Experience working directly with communities of color, worker advocacy groups, workers, and employers.
- Demonstrated ability to work with diverse populations including the ability to problem solve and build consensus with divergent groups.
- Knowledge of the City of Seattle's Race and Social Justice Initiative.

ADDITIONAL INFORMATION:

How to Apply:

Applications completed online are preferred. See the City of Seattle's website at <https://www.governmentjobs.com/careers/seattle>. You may also pick up or drop off an application at the City of Seattle Human Resources Department, Seattle Municipal Tower, 700 5th Avenue, Suite 5400, Seattle, 98104. Please provide all requested information on the application. Incomplete applications may have a bearing on their consideration.

OLS strongly encourages applicants to submit a cover letter along with their application materials. For additional information about Seattle's Office of Labor standards, go to www.seattle.gov/laborstandards.

<http://www.seattle.gov/jobs>
LABOR STANDARDS INVESTIGATOR
CJ

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2017-00863

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



Who May Apply: This position is open to all candidates that meet the minimum qualifications. The Seattle Human Resources Department values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.