



CITY OF SEATTLE

Senior Labor Standards Investigator

SALARY:	\$33.83 - \$39.40 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:	Not represented
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 a complex investigation caseload including directed investigations, company-wide investigations involving numerous ordinances, and investigations requiring in-depth legal research and analysis. Responsibilities include research and planning for directed and complaint-based investigations, conducting investigations, 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 Senior Labor Standards Investigator position is a full-time, hourly, over-time eligible position that will report to the Supervising Investigator.

JOB RESPONSIBILITIES:

- Conduct 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 such as directed investigations, company-wide investigations involving numerous ordinances, and investigations with complex legal issues.
- Conduct remand 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 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.

- Provide mentorship to Labor Standards Investigators/Civil Rights Analysts. Provide input into performance plans and appraisals, hiring decisions and other personnel actions affecting Labor Standards Investigators/Civil Rights Analysts.
- Perform related duties, including intake, as needed and required.

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

- Requires a Bachelor's degree in Public or Business Administration, Human Resources Management, Industrial Relations, Political Science or a closely related field/analytical discipline, and three years of professional experience with major work assignments emphasizing labor standards investigations, civil rights law enforcement, equal employment opportunity, complaint investigation, affirmative action program implementation, 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 of the class).
- Knowledge of Seattle's Labor Standard Laws (PSST, FCE, MW, WT, SS, 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.
- Forensic accounting experience.
- 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:

• **Applications completed online are preferred.** See the City of Seattle's website at <https://www.governmentjobs.com/careers/seattle>. For help with the online application, schedule an appointment by emailing the Job Information Center at careers@seattle.gov. Applicants can also drop off completed applications at the reception desk on either the 54th or 55th floor lobby of the Seattle Municipal Tower building, located at 700 Fifth Avenue, Seattle WA 98104. Please provide all requested information on the application. Incomplete applications may have a bearing on their consideration.

OLS strongly recommends that applicants include a cover letter in their application materials. For additional information about Seattle's Office of Labor standards, go to www.seattle.gov/laborstandards.

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

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2017-00865

