

Senior Investigator

Salary

\$34.76 - \$40.48 Hourly

Location

Seattle, WA

Job Type

Classified Civil Service, Regular, Full-Time

Department

Office of Labor Standards

Job Number

2019-00544

Closing

4/23/2019 4:00 PM Pacific

- DESCRIPTION
- BENEFITS

Position Description

The City of Seattle is a leader on wage, labor and workforce practices that enhance equity, address wage gaps, and create a fair and healthy economy for workers, businesses and residents. The mission of the Office of Labor Standards (OLS) is to advance labor standards through thoughtful community and business engagement, strategic enforcement and innovative policy development, with a commitment to race and social justice.

The Office of Labor Standards has an opening for a Senior Investigator to join a highly skilled, dynamic team. 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. The Senior Investigator will be responsible for the research and planning for directed and complaint investigations, conducting investigations, and recommending resolutions to complaints of violations of various ordinances and violations, such as 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), the Domestic Workers Ordinance (DW), and other labor standards the City may enact in the future.

This role will report to the Enforcement Manager.

Job Responsibilities

Here is more about what you will be doing:

- Conduct investigations of alleged non-compliance of Seattle's labor standards, 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 or allegations, gather and preserve evidence, examine witnesses, review payroll records, conduct complex research using various databases and other legal tools, analyze fact patterns and relevant law, and prepare and issue detailed formal determinations and orders.
- Negotiate and draft legally binding settlement contracts 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 standards ordinances, policies and procedures; recommending new legislation to policy makers and policies and procedures to OLS; and 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.

You will be successful in this role if you have experience in:

- Investigation and/or research work in employment law, labor, worker advocacy, public sector, non-profit sector, civil rights, human rights, or a related professional background.
- Working in a collaborative environment.
- Successfully working with disenfranchised and/or marginalized communities with a demonstrated commitment to race and social justice.

You will be prepared to take on this role if you have:

- Exceptional critical thinking skills with an analytical approach to work.
- Excellent writing capabilities.
- Ability to read and understand laws and regulations.
- Keen attention to detail and ability to be highly organized.
- Ability to be adaptable and fluid in response to changing priorities and situations.
- Quick learning skills.
- Strong interpersonal communication skills.
- Proficiency in Microsoft Office.

Qualifications

In addition to the ability to complete the tasks mentioned above, you will need to possess the following required qualifications (or a combination of education, training or experience that provides an equivalent background required to perform the work of the class):

- Bachelor's degree in Public or Business Administration, Human Resources Management, Industrial Relations, Political Science or a closely related field/analytical discipline.
- Three years of professional experience with major work assignments emphasizing 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.

Equivalency: A combination of education, training, or experience that provides an equivalent background required to perform this job will be evaluated.

Additional Information

This position is classified as a Senior Civil Rights Analyst. It is an overtime eligible, full-time status position.

To be considered for this position, please submit your complete application, resume, and cover letter at <https://www.governmentjobs.com/careers/seattle> no later than **4:00 PM Pacific Time on Tuesday April 23, 2019**. In your cover letter, please clearly describe how your knowledge, skills, and abilities prepare you for the job responsibilities and qualifications outlined in this job announcement. Incomplete applications will not be considered.

Who may apply: This position is open to all qualified candidates that meet the minimum qualifications. The City of Seattle 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 City encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experience.

Questions? Please contact Nicolette Hornbeck at Nicolette.Hornbeck@seattle.gov

To learn more about the Office of Labor Standards, please visit: <https://www.seattle.gov/laborstandards>

Agency

City of Seattle

Address

Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, Washington, 98104

Website

<http://www.seattle.gov/jobs>

