



CITY OF SEATTLE

Labor Standards Investigator

SALARY:	\$32.21 - \$37.43 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	05/28/19 04:00 PM Pacific Time

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 Labor Standards Investigator to join a highly skilled, dynamic team. This is an exciting opportunity to take on the challenge to promote and advocate labor standards through active investigative and intake work in the City of Seattle. The Labor Standards Investigator 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), the Domestic Workers Ordinance (DWO), 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 intake* and investigations of alleged non-compliance with Seattle's Labor Standards, with claims that may involve both labor standards 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.

** Intake currently rotates among all labor standards investigators and senior labor standards investigators. This process is subject to change according to department 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:

In addition to the ability to complete the tasks mentioned above, you will need to possess the below required qualifications (or a combination of education and/or training and/or experience which provides an equivalent background required to perform the work).

- Bachelor's degree in Public or Business Administration, Human Resources Management, Industrial Relations, Political Science or closely related field,
- Two 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, mediation, or work in a related analytical discipline.

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

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

- Investigating complaints and/or conducting proactive investigation, especially regarding labor standards issues, employment law, and/or civil rights.
- Working with communities of color, worker advocacy groups, workers, employers, and businesses.
- Collecting and analyzing data.

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

- Commitment to race and social justice.
- Ability to remain neutral and impartial.
- Ability to work with diverse populations, including ability to problem solve and build consensus with divergent groups.
- Ability to do math and calculations as well as collect and analyze data to make professional judgments.
- Spoken and/or written proficiency in a second language is desired, especially Spanish, Vietnamese, Chinese and/or Amharic.

ADDITIONAL INFORMATION:

This position is classified as a 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 May 28, 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>

<http://www.seattle.gov/jobs>
LABOR STANDARDS INVESTIGATOR
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APPLICATIONS MAY BE FILED ONLINE AT:
Job #2019-00782

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

[Careers@seattle.gov](http://careers@seattle.gov)



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Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

Labor Standards Investigator Supplemental Questionnaire

- *1. To be considered for this position, you must fully complete the application and attach a cover letter and resume, as described in the job advertisement. Have you completed these tasks?

☐ Yes

☐ No

* Required Question