



CITY OF SEATTLE

Senior Labor Standards Investigator

SALARY:	\$41.20 - \$47.98 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	02/25/20 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.

OLS has openings for Senior Labor Standards Investigators to join a highly-skilled, dynamic team. This is an exciting opportunity to promote and advocate labor standards and worker's rights through active investigative and intake work in the City of Seattle.

The Senior Labor Standards Investigator will handle a complex investigation caseload including directed investigations, company-wide investigations involving numerous ordinances, and investigations requiring in-depth legal research and analysis. This role will be responsible for the research and planning for directed and complaint-based 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.

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 the labor standards law(s) 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.

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:

Education: Bachelor's degree in Public or Business Administration, Human Resources Management, Industrial Relations, Political Science or a closely related field/analytical discipline,

Experience: 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.

Specifically, 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 handle large amounts of data in Microsoft Excel and utilize strong math skills.
- Ability to be adaptable and fluid in response to changing priorities and situations.
- Quick learning skills.
- Strong interpersonal communication skills.
- Proficiency in Microsoft Office.
- Spanish speaking proficiency is beneficial.

ADDITIONAL INFORMATION:

This full-time position is classified as a Civil Rights Analyst, Senior.

APPLICATION PROCESS:

In addition to completing the application www.governmentjobs.com/careers/seattle please upload:

- A cover letter explaining your interest and capability to perform this job.
- A PDF resume which illustrates your related skills and abilities.

Who may apply: This position is open to all qualified applicants 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>

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2020-00123

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

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Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.
