

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Analyst I		WORKING TITLE Labor Compliance Analyst (LCA)		
PROGRAM NAME Division of Labor Standards Enforcement			UNIT NAME Bureau of Field Enforcement (BOFE)	
ASSIGNED SPECIFIC LOCATION San Jose				POSITION NUMBER 400- 590-5157-xxx
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER No	BACKGROUND CHECK No

General Statement

Under supervision of a Deputy Labor Commissioner Supervisor, in the State Labor Commissioner's Office's (LCO) Bureau of Field Enforcement (BOFE) Program and/or Criminal Investigation Unit (BOFE-CIU), the Labor Compliance Analyst (Analyst I) will analyze data, generate reports, and conduct compliance review by performing a broad range of analytical and specialized evaluative tasks related to the effective administration of the BOFE program including its labor compliance, investigation and enforcement of the Industrial Welfare Commission (IWC) orders and laws covering minimum wage, overtime, workers' compensation insurance coverage, child labor, cash pay, unlicensed contractors, and other related enforcement responsibilities.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
35%	Performs detailed analysis of employers' employment data and records for their administrative compliance with California labor laws and other lawful regulations, including conducting the less complex audits to calculate amounts of unpaid wages and/or penalties owed to workers and/or civil penalties owed to the State for failure to achieve compliance with BOFE enforcement activities. Identifies inconsistencies that prevent the reconciliation of data to ensure compliance standards. Determines the reliability of the information by researching, analyzing, and interpreting labor law enforcement requirements and regulations to identify if violations exist. Communicates and collaborates with the BOFE investigative team to gather, tabulate, and compile relevant data and other information and materials from employers and employees including time records, payroll records, financial information, and witness statements to be used Division labor compliance evaluations and audits.
30%	Compiles, prepares and tabulates detailed reports of data from LCO case management systems and other data resources regarding field enforcement activities, industry trends, and/or reports of violations, and provides recommendations on various projects, program initiatives, and/or proposed

DUTY STATEMENT



	legislations impacting the program to management as required. Reviews case information and updates case management activities in the LCO case management systems. Identifies errors in the case management systems utilizing Salesforce, Microsoft Access, and other data management programs and submits corrections or recommendations for suggested changes to management. Prepares and presents analysis of the evaluation results and methodologies of audits during administrative proceedings and/or other processes where an explanation of prepared evaluations and methodologies of audits is necessary.
15%	Responds to inquiries regarding LCO enforcement responsibilities from the public and stakeholders, in person, virtually, verbally and/or in writing, utilizing LCO's case management systems, reports generated from the systems, and general knowledge of LCO policies and procedures, statutes, and regulations. Tracks and maintains log of inquiries received from the public and stakeholders.
10%	Develops outreach and educational materials in coordination and/or collaboration with management, LCO staff, and/or other stakeholders. Presents developed outreach and educational materials, in person and/or virtually to internal and external stakeholders, by conducting trainings, outreach events, workshops, or other identified opportunities, to help promote labor compliance within the State.
Percentage of Time Spent	Marginal Job Functions
5%	Performs Public Information Duty (PID) for the Division's public counter by telephone, direct contact or electronic mail by providing information about regulations, policies, procedures, and programs within the Division. Evaluates information about workplace conditions and provides information about potential violations and available laws to address these violations as well as all claim-filing alternatives. Conducts research on the internet and databases to identify employer information. Directs the public to available resources online or otherwise provides informational materials to workers and employers. Responds to inquiries by the public regarding case status by communicating appropriate information available in Salesforce or communicating with respective team member to obtain status.
5%	Assists the public with completing various claim forms and provides information about local advocates that provide free legal services. Enters all claims received into Salesforce database. Performs other job-related duties, including takes messages, schedules appointments, transfers calls, and greets visitors.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (verbally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Supervision Received

DUTY STATEMENT



Under the supervision of the Deputy Labor Commissioner Supervisor or designee.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

Duties are primarily performed in a climate-controlled office setting possibly in a high-rise building; cubicle or shared work space under artificial light, utilizing computer screens and other office equipment; may drive a state vehicle for field work, trainings and other related work. While in the field, exposure to dirt, odors, noise, fumes, uneven surfaces, stairs, high-rise buildings, extreme weather conditions, and fast moving equipment may occur.

Special Requirements/Other Information

Travel required, willingness to work irregular hours

Physical Abilities

The incumbent will be required to remain in a stationary position for long periods of time while in the office and/or while driving to and from field activities, trainings. The incumbent will also traverse various ground surfaces and/or buildings while out in the field

Additional Requirements/Expectations

The Incumbent routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times. The Incumbent is expected to demonstrate rapid progress in learning the fundamentals of the job.

Personal Contacts

The incumbent will need to interact with groups of individuals from various socioeconomic and cultural backgrounds in an impartial, tactful, patient, and professional manner. These groups include, but are not limited to, the following: low-wage workers, employers and their representatives, the general public, other governmental agencies and partners, and staff members from other units within the Division.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Diversity and Inclusion Office.



DUTY STATEMENT



Employee Name

Employee Signature

Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Date

HUMAN RESOURCES OFFICE APPROVAL

C&P Analyst Initials

Approval Date