



Deputy Labor Commissioner 1

Exam Code: 8PB17

Department: Industrial Relations

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Deputy Labor Commissioner 1 – \$5,973.00 - \$7,643.00 per month.

View the [classification specification](#) for the **Deputy Labor Commissioner 1** classification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **nine (9)** months.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Deputy Labor Commissioner 1

Either I

Experience: One year of experience in the California state service performing the duties of an Industrial Relations Representative, Range C. **or**

One year of experience in the California state service performing the duties of a Special Investigator I.

Or II

One year of the general experience below:

General Experience Requirement: Experience must have been acquired in one or a combination of the following types of work, one year of which must have been within the last ten years:

1. Industrial relations management, labor relations, or reconciling grievances. **or**
2. Negotiation or preparation of labor agreements, or interpretation and settlement of grievances arising under labor agreements including conciliation, mediation, or arbitration of disputes. **or**
3. Professional level work in the investigation and/or settlement of complaints regarding violation of State or Federal laws or regulations.

Education Requirement: The following education is required when general experience is used to qualify at any level.

Education: Equivalent to graduation from college, preferably with emphasis in economics, industrial relations, agribusiness, sociology or other social sciences or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Or III

Education: Graduation from law school.

POSITION DESCRIPTION

Deputy Labor Commissioner 1

Holds investigatory hearings, examines witnesses, takes affidavits, collects other evidence, makes and directs investigations to determine the extent of compliance with, and to resolve disputes arising under State labor laws and Industrial Welfare Commission orders; assesses and collects civil penalties, or initiates civil or criminal action; files various court actions and legal documents; meets with employers and employees and their representatives to advise them of, and to secure compliance with, requirements; inspects places of employment and employers' records to determine the extent of compliance with the provisions of the Labor Code and Orders of the Industrial Welfare Commission. This is the professional journey level.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received.

Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. State and related Federal labor laws
2. Orders of the Industrial Welfare Commission
3. Principles, practices, and terminology of labor relations work
4. Purposes, organizations, and trends of employee and employer organizations
5. Terminology used in various occupations
6. Labor and employment conditions and trends in California
7. Industrial occupations and their requirements and employment procedures
8. The law of contracts as it applies to the field of labor relations
9. Court procedure and rules of evidence

Ability to:

1. Interpret and apply State and related Federal labor laws, and orders of the Industrial Welfare Commission

2. Analyze testimony and other types of evidence and draw correct conclusions
3. Hold investigatory hearings and resolve disputes
4. Deal tactfully, effectively, and impartially with employers
5. Conduct difficult and involved investigations of alleged violations of labor laws and Industrial Welfare Commission orders
6. Deal with law enforcement problems tactfully but effectively
7. Analyze situations accurately and take effective action
8. Analyze data
9. Communicate effectively

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Deputy Labor Commissioner 1** classification will be established for:

Department of Industrial Relations

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

EXAMINATION INFORMATION

[Preview Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.

Take the online [Training and Experience Evaluation](#) for the **Deputy Labor Commissioner 1** classification.

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

Questions regarding this examination should be directed to:

Department of Industrial Relations at

1-800-564-0771 or

1-800-735-2929 – (California Relay System for deaf and hearing impaired) or

Jobs@dir.ca.gov

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the

Bulletin Date: 11/28/2023

California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.