

# Career Opportunity

## Department of Labor and Industrial Relations

### State of Hawaii Executive Branch

#### VACANCY ANNOUNCEMENT

#### **LABOR LAW ENFORCEMENT SPECIALIST III (II, I) \***

Recruitment number: 23-007

**Salary: \$4,337 - \$5,282 per month at level III**  
**(SR-20, Step C to H)**

**Opening Date: September 16, 2022**

**Closing Date: Continuous**

#### **RECRUITMENT INFORMATION**

These positions are Full-time and located in Honolulu, Oahu. In person interviews may be required. Hiring rates will be based on availability of funds, the applicant's qualifications, and other relevant factors. **This job posting will remain open until 15 applications are received. Please apply immediately as this job posting may close at any time.**

Labor Law Enforcement Specialist III (LLES III) (SR-20 \$4,337 to \$5,282 per month)

Labor Law Enforcement Specialist II (LLES II) (SR-18 \$4,012 to \$4,881 per month)

Labor Law Enforcement Specialist I (LLES I) (SR-16 \$3,708 to \$4,510 per month)

Hiring rates will be based on availability of funds, the applicant's qualifications, and other relevant factors.

**COVID-19 Vaccination Requirement:** As a condition of employment with the State of Hawaii, each qualified candidate who has been given a conditional offer of employment must show proof of full COVID-19 vaccination and shall be fully vaccinated by his/her/their employment start date. A reasonable accommodation will be provided if requested by a candidate and it is determined through an interactive process that pregnancy, a qualifying disability, or a sincerely held religious belief prevents the candidate from receiving a COVID-19 vaccination. Please note that the COVID-19 vaccination policy above will apply to both new hires not currently employed by the State of Hawaii Executive branch, as well as current State of Hawaii Executive Branch Employees who are being considered for placement into another State of Hawaii Executive Branch position.

To apply, visit the DLIR Website <http://labor.hawaii.gov/jobs/>

#### **MAIL completed APPLICATION and SUPPLEMENTAL QUESTIONS to:**

Department of Labor and Industrial Relations, Human Resources Office  
830 Punchbowl St., Room 415  
Honolulu, HI 96813

**Please ensure your application is LEGIBLE, COMPLETE, and SIGNED. Illegible, incomplete, or unsigned application may be deemed ineligible.**

#### **DUTIES SUMMARY**

**Labor Law Enforcement Specialist III:** Work at this level generally reflects the following types:

A. Independently conducts investigations of business establishments for compliance with State labor laws and rules administered by the program. The work involves planning, scheduling, conducting and completing investigations of simple to complex difficulty. Predominant assignments are of average difficulty that generally involve small to medium sized business enterprises with limited levels of organizational hierarchy

and occupational types and varieties; and non-controversial and straightforward issues that can be resolved by readily determining the applicable provision of pertinent labor law(s) and administrative rule(s). General supervision is received and assignments are reviewed for completeness, soundness and conformity with current policies, procedures and legal requirements.

B. Independently provides intake, educational and certification services which include receiving and reviewing all incoming complaints and determining applicable labor law(s); submitting complaints to a higher level specialist for referral to the responsible program unit or referring complaints to the proper governmental jurisdiction (e.g., federal, State or county); responding to inquiries from the public concerning general information on labor laws and rules administered by the program; coordinating and conducting payday elections; and conducting investigations limited to requests for the issuance of certificates permitting payment of special minimum wages, variances for the employment of minors in theatrical, pineapple and coffee harvesting occupations, or exceptions to the payment of wages, and recommending action to a higher level specialist. The work also involves conducting consultative, training, informational, and educational sessions/workshops to promote voluntary compliance with labor laws administered by the program; and participating in developing educational and training materials and aids.

**Labor Law Enforcement Specialist II:** This class reflects the advanced trainee level through which work progresses to full performance as an independent worker. Assignments range from simple to moderately difficult and are performed with more independence than at the I level. Supervision is relaxed on assignments of a routine and simple nature. but is close and immediate on more difficult and complex assignments. Guidance, orientation and instruction continue to be provided on all aspects of the work during the training period.

**Labor Law Enforcement Specialist I:** This class represents the entry, trainee level. The work involves receiving formal and on-the-job training in State and related federal and county labor laws, rules and regulations, investigational techniques and methods and orientation relating to the objectives, policies and procedures of the program. Specific and detailed instructions are provided for performance of simple and routine tasks, and work is closely reviewed and evaluated for following directions, completeness and attainment of training objectives.

- [Click here to view Class Specifications](#)

## **MINIMUM QUALIFICATION REQUIREMENTS**

**Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.**

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

**To qualify, you must meet all of the following requirements:**

### **BASIC EDUCATION REQUIREMENT for ALL levels:**

Graduation from an accredited four (4) year college or university.

Excess work experience as described under the Experience Requirements below or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university

curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**SPECIALIZED EXPERIENCE REQUIREMENT:** None for level I, one-half year ( $\frac{1}{2}$ ) for II level, one and one-half ( $1\frac{1}{2}$ ) years for III level of progressively responsible **professional** work experience which **involved the application of labor laws and rules as a primary function**, in performing investigations, and/or enforcing and promoting compliance with state laws and rules pertaining to wage and hour; wages and hours of employees on public works; payment of wages and other compensation; family leave; and child labor.

**Quality of Experience:** Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

- [Click here to view Minimum Qualification Specification](#)

#### **PUBLIC SERVICE LOAN FORGIVENESS (PSLF) PROGRAM**

The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please click: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

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**Please Note:** The Department of Labor and Industrial Relations is handling all aspects of this recruitment. If you have any questions regarding this announcement, please contact at: DLIR.HRO.Admin@hawaii.gov.

**Application must be signed.** (Applications received without signature may not be considered)

Any date-stamped submissions stamped after this job posting closed or no date-stamped submissions delivered after the closing will not be considered.