

Career Opportunity

Department of Labor and Industrial Relations

State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

LABOR LAW ENFORCEMENT SPECIALIST I

Recruitment number: 23-085

Salary: \$3,708 per month
(SR-16)

Opening Date: May 15, 2023

Closing Date: Continuous

RECRUITMENT INFORMATION

This position is full-time and located in Honolulu, Oahu. In person interviews may be required.

This job posting will remain open until 15 applications are received. Please apply immediately as this job posting may close at any time.

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 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:

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.

EXPERIENCE REQUIREMENT: 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 Requirements](#)

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.ed.gov/sa/repay-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.