

Career Opportunity

Department of Labor and Industrial Relations

State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

LABOR LAW ENFORCEMENT SPECIALIST IV (III,II,I) *

Hilo/Hawaii

Recruitment number: 26-041

Salary: \$5,369 - \$6,535 per month at IV level
(SR-22, Step D to I)

Opening Date: October 17, 2025

Closing Date: Continuous

RECRUITMENT INFORMATION

This position is full-time and located in Hilo, Hawaii Island. 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.**

*Consideration may be given to lower level III, II and I.

Labor Law Enforcement Specialist III (SR-20 \$4,961 - \$6,043 per month)

Labor Law Enforcement Specialist II (SR-18 \$4,590 per month)

Labor Law Enforcement Specialist I (SR-16 \$4,243 per month)

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 IV: 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. Duties and responsibilities involve planning, scheduling, conducting and completing investigations of predominantly highly complex difficulty. Assignments generally involve large corporations with complex organizational structures and a large number and variety of occupational types (e.g., hotels, hospitals, large private schools, and car dealers); and highly complex cases with conflicting or contradictory information, uncooperative parties, and unprecedented issues. The work may also include responsibility for reviewing case reports of other specialists, participating in training lower level enforcement specialists, and recommending changes in policies, procedures, laws and rules administered by the program.

B. Independently performs the full range of investigations, intake, education and certification activities for a district. The work involves the full range of State labor laws and regularly includes highly difficult and complex cases. Technical supervision is provided by a higher level specialist physically located on another island and not readily available for consultation. There is continuing responsibility for all services usually provided by labor law enforcement specialists, including responsibility for representing the program in the

district and conducting public education programs and voluntary compliance efforts. Duties and responsibilities may also include training lower level labor law enforcement specialists.

C. Serves as a working supervisor in performing investigations, intake, education and certification services. This involves planning and coordinating the program activities, providing input on budgetary and legislative matters, recommending revisions to operating methods and guidelines, and supervising and training lower level enforcement specialists providing intake, educational and certification services. Work is performed independently within general procedural and administrative guidelines, and final decisions are reviewed by the administrator of the labor law enforcement program for conformance with legal and policy guidelines.

D. Independently conducts administrative hearings and informal pre-hearing conferences for simple to moderately difficult cases of complaints on alleged violations of labor laws enforced by the program; and rendering a recommended decision after hearing. This includes cases characterized by a single allegation, clear and concise statement of facts supporting the unlawful activity, issues for which precedents are available, and more difficult cases where the evidence may not be clearly stated. Work is performed under general supervision of a higher level hearings specialist.

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:

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 (½) for II level, one and one-half (1 ½) years for III level, two and one-half (2 ½) years for IV 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.

SUPERVISORY APTITUDE: Applicants for positions at the Labor Law Enforcement Specialist IV and V levels that supervise others require supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

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](#)

SELECTIVE CERTIFICATION : DRIVER'S LICENSE

Applicants must possess a valid driver's license to perform compliance audits.

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.