



**DEPARTMENT OF
LABOR**
& INDUSTRIAL RELATIONS

HUMAN RESOURCES

421 East Dunklin Street, P.O. Box 510

Jefferson City, MO 65102-0510

Phone: 573-751-3588

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www.labor.mo.gov

Wage and Hour Investigator I-II

DLS – Wage & Hour Section

**Starting Salary: \$1346.00 Semi-Monthly
Statewide**

Apply By January 18, 2019

Job Duties Include:

- Receives Minimum Wage complaints from Supervisor, contacts complainant and employer to establish most efficient means to resolve complaint. Requests relevant documents necessary to complete a thorough investigation. Prepares and submits investigative reports to Supervisor for review. Coordinates complaint investigations and related enforcement activities with other state and federal agencies.
- Answers questions via phone regarding Prevailing Wage, Child Labor and Minimum Wage law from Public bodies, private entities and citizens. Contacts public and private entities to advise them of the requirements and provisions of wage and hour statutes.
- Receives Child Labor Law Complaint and performs compliance checks of employer establishment expeditiously. Prepares and submits investigative reports for supervisory review.
- Receives Prevailing wage complaints from Supervisor, contacts Public Body to advise of complaint and to determine the scope of the project. Establishes wage order used during call for bid. Requests payroll documents from public body and contract firm, upon receipt of requested documents, reviews documents such as project contract, wage order, bond, final project payment confirmation and Secretary of State annual registration report if applicable. Requests all relevant documents such as certified payrolls, field logs, time cards, cancelled checks, and other miscellaneous documents necessary to complete a thorough investigation from contractors. Prepares and submits investigation reports to Supervisor for review.
- Seeks to assist team members and accept additional assignments willingly.
- Accepts and implements feedback with a positive attitude and constructively support management direction.
- Maintains positive working relationships and conducts duties with courtesy and respect.
- Maintains regular and reliable attendance.
- Works diligently and accurately to complete all assigned work.

Required Skills:

- Working knowledge of the Missouri Prevailing Wage, Minimum Wage and Child Labor statutes, and related federal statutes.
- Working knowledge of the operations and practices of building contractors and subcontractors.
- Working knowledge of the tools and techniques of various construction crafts.

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- Working knowledge of investigative and interviewing methods and techniques.
- Working knowledge of payroll preparation and reports.
- Ability to interpret, explain and enforce prevailing wage, minimum wage and child labor statutes and regulations.
- Ability to communicate effectively and to prepare well-organized, accurate and detailed investigative reports.
- Ability to travel extensively in the performance of assigned duties.
- Ability to independently establish and complete daily work schedules.
- Ability to adapt to and work in an environment that may include noise, inclement weather, heights, moving machinery and other factors encountered at construction sites.
- Ability to establish and maintain effective working relationships with other employees, state and federal agencies, contractors, public officials, attorneys, labor unions, construction workers and the general public.
- Ability to prepare and present evidence in administrative and legal proceedings.

Eligibility:

(The following minimum qualifications will determine merit system eligibility and may be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers.)

Graduation from an accredited four-year college or university with specialization in business administration, criminal justice, construction management or closely related areas.

OR

Four years of experience in one or more of the areas described below; and possession of a high school diploma or proof of high school equivalency.

Special Qualifying Experience:

- Professional or technical experience in accounting, auditing, bookkeeping, or a closely related area.
- Professional or technical experience in civil or criminal investigations, law enforcement or a closely related area.
- Experience in the supervision or inspection of building construction projects, or journey-level work in one or more of the construction trades.

To Apply:

Submit a completed application (http://labor.mo.gov/sites/labor/files/pubs_forms/2396-AI.pdf), cover letter, resume and official transcripts to: humanresources@labor.mo.gov, fax to 573-751-3668 or mail to: Human Resources, PO Box 510, Jefferson City, MO 65102 by January 18, 2019.

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