

DEPARTMENT OF LABOR
JOB OPPORTUNITY
DIRECTOR OF WAGE AND WORKPLACE STANDARDS (MP-68)
WAGE AND WORKPLACE STANDARDS

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Agency Employees
Location: 200 Folly Brook Boulevard, Wethersfield, CT
Job Posting No: 739
Hours: Full-time
Annual Salary Range: \$97,648 - \$133,153
Closing Date: July 7, 2016

Eligibility Requirement: There is no examination requirement for this specific vacancy. Candidates must meet the minimum qualifications as stated below for the General/Special Experience requirement. Please refer to allowable educational substitutions. You must be very specific on your application as to how you meet the General Experience requirement. If you indicate on your application that you are substituting educational experience for some of the general experience requirement you do not have to submit the documentation with your application materials. However, official transcript(s) documenting that you have obtained the necessary credits/degree(s) must be on file with our office before an offer of appointment can be made. This documentation should be sent from the educational institution to the application address below.

Knowledge, Skills and Abilities: Knowledge of and ability to apply management principles and techniques; knowledge of and ability to interpret relevant state and federal laws, statutes and regulations; knowledge of principles and practices of public service administration with emphasis on effective organization, administration and management of a government program; knowledge of state structure and organization of labor services; knowledge of federal and local agencies responsible for enforcement of labor legislation; considerable interpersonal skills; considerable oral and written communication skills; skill in public speaking.

Examples of Duties: Directs staff and operations of division; coordinates, plans and manages division activities; formulates program goals and objectives; develops or assists in the development of related policy and procedures; evaluates staff; prepares or assists in the preparation of division budget; maintains contacts with individuals both within and outside of division who might impact on program activities; directs enforcement of minimum wage laws, women and minor hours laws, wage non-payment and collections laws and related laws; determines investigative priorities and staff assignments; reviews and evaluates Division reports and statistics to determine if program goals are being met; recommends and assists in the preparation of legislation; reviews, interprets and administers proposed and enacted State and Federal legislation; develops, negotiates and implements reciprocal agreements with other states; reviews all arrest warrants; reviews actions and determines if civil penalties are warranted; reviews non-routine reports and evidence prepared for court action; plans and directs collection of wage rate data; serves as a liaison with Homeland Security and Immigration; testifies in court actions; conducts or attends orientation programs or public hearings relative to wage and workplace standards; provides training to employers on wage and workplace standards laws; supervises survey of an industry after selection for establishment of minimum wage regulations; holds hearing on disputed cases; performs related duties as required.

General Experience: Eight (8) years' employment in the enforcement of labor legislation.

Special Experience: Two (2) years' of the General Experience must have been in a supervisory capacity.
(Note: Supervisory capacity is interpreted as scheduling, assigning and overseeing work, establishing performance standards for employees and taking corrective measures to implement those standards.)

Substitution Allowed: 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's Degree in public administration, business administration or other closely related field may be substituted for one (1) additional year of the General Experience

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, State of Connecticut Application for Examination or Employment (CT-HR-12) and copies of your last two service ratings. The CT-HR-12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Reference Job Posting No. 739. Applications will not be considered if incomplete, missing materials, or not received or postmarked by the above closing date. Submit via mail to:

DEPARTMENT OF LABOR – HUMAN RESOURCES
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX NUMBER (860) 263-6699

Please note: If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials. Not all individuals who apply will be granted an interview.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.