

Office of the Attorney General
Human Resources Office
Notice of Position Vacancy #16-081

Date Posted: April 22, 2016

Applications must be received no later than: May 6, 2016

Job Description and Qualifications for:

Functional Job Title: WAGE & HOUR INVESTIGATOR I

*Job Title: Industrial Safety & Health Inspector I
MOSES, Unit 9, Job Grade 19*

FAIR LABOR DIVISION
PUBLIC PROTECTION & ADVOCACY BUREAU
(Boston Office)

Primary Duties: The Wage & Hour Investigator I (functional) reviews and investigates violations of labor standards under M.G.L. Chapter 149, M.G.L Chapter 151, and other related regulations and statutes; conducts interviews concerning complaints of wage violations; writes reports; responds to inquiries from employees, employers, and their representatives regarding applicable laws, codes, rules and regulations; conducts site visits; testifies at civil and criminal hearings and before the Grand Jury; and supports the enforcement of wage, hour, child labor, and prevailing wage and other related work as required . Inspectors (Investigators) also conduct payroll audits and analyze financial records.

Position Requirements: Applicants must have at least: (A) two years of full-time, or equivalent part-time professional or technical experience in inspection or investigatory work or in the regulation or enforcement of wage and hour laws, or (B) any equivalent combination of the required experience and applicable substitutions. Possession of a current and valid Massachusetts Class 3 motor vehicle operator's license is required.

SUBSTITUTIONS:

- I. An associate's degree with a major in a related discipline may be substituted for one year of the required experience.
- II. A bachelor's degree with a major in a related discipline may be substituted for the required experience.

Preferred Qualifications: Professional, technical experience and/or investigatory work in labor standards is preferred, as are a bachelor's degree and computer skills. Prior knowledge of construction and building trades and/or immigrant communities is preferred. Strong preference for candidates who speak Chinese, Vietnamese, or Khmer. The successful candidate will be able to demonstrate a connection to the people and communities we serve.

Bureau/Division: Public Protection & Advocacy Bureau /Fair Labor Division (Boston Office)
(May be assigned cases in other branch offices depending on need.)

Salary: \$1,889.65 to \$2,645.16 bi-weekly. Salary is determined by procedures outlined in applicable collective bargaining agreements and personnel procedures.

Supervisor: Heather Rowe, Chief of Investigations

Application Process: External candidates may only apply online using the AGO's Employment and Recruitment website. To apply online, visit the website via this [link](#) to register, create a profile, upload your cover letter and resume, and submit an application. Internal candidates may apply by submitting a cover letter and resume to Pamela Spang, Recruitment and Hiring Coordinator, at Pamela.Spang@state.ma.us OR by applying online through the AGO's Employment and Recruitment website.

Inquiries regarding position & status may be made to:
Barbara Kane, Administrative Assistant
(617) 963-2327

The Attorney General's Office is an Equal Opportunity Employer. As the representative of the Commonwealth and its residents, the Attorney General's Office strives to ensure that those working in our office reflect the diversity of the communities we serve. The Office encourages applicants from a broad spectrum of backgrounds to apply for positions.