

### Class Concept

This is professional investigative and consultative work in the enforcement of the North Carolina Wage and Hour Act which includes laws governing minimum wage, overtime, payment of promised wages, and youth employment. Wage and Hour Investigator II's receive the most complex complaints and allegations.

Employees, located in a geographic district in North Carolina or the Intake and Compliance Unit, educate and inform employers and employees of their rights, investigate employee complaints, participate in statewide non-complaint industry reviews, and where non-compliance is substantiated, take corrective action in the form of conciliation, administrative proceedings, civil money penalties and lawsuits. Employees assist with the supervision and training of lower level investigators and with the management of the assigned district. Work is performed independently under the general direction of the manager in accordance with established work plans.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the legal aspects of administering the North Carolina Wage and Hour Act and the Fair Labor Standards Act as related to Attorney General's rulings, State and Supreme Court rulings on wage and hour issues, as applied to the authority of the investigator to subpoena records and conduct audits.
- Thorough knowledge of the types of business subject to the provision of the Wage and Hour Act and an understanding of the types of wages paid to employees of these businesses.
- Ability to apply the provisions of federal and state laws, rules, and regulations to specific inquiries and complaints.
- Ability to detect contradictions from information obtained through observations, interviews, and review of employer records.
- Ability to analyze and interpret diverse employer record-keeping systems and in the absence or records, reconstruct records to determine wage liabilities.
- Ability to mediate claims to the satisfaction of both parties.
- Ability to communicate effectively in oral and written form.
- Ability to consult, train and function as a resource for the service area.
- Ability to work independently.

#### Minimum Education and Experience

Bachelor's degree in business, accounting or law enforcement from an appropriately accredited institution and three years of experience in work that provides considerable understanding of wage and hour laws or work involving the application of advanced investigative techniques including two years of experience as a Wage and Hour Investigator I; or an equivalent combination of education and experience.