

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Child Labor Inspector 4		Class Code: 001GL4
	FLSA Status: Non-Exempt	Salary Schedule: PAT 4	Effective Date: 10-6-14
	Summary Incumbent investigates claims of Child Labor Law violations at Indiana businesses where minors are present.		

Duties:

- Conduct thorough investigations of workplace conditions, often where minors are employed, to identify any safety hazards or violation of child labor laws;
- Audit time-card entry, payroll data and personnel records;
- Work with workplace management to gather information and/or to resolve issues and/or violations;
- Issue violations as appropriate, re-inspect businesses with violations to ensure abatement, escalate unabated violations to the penalty stage;
- Track all inspection, training, and consulting activities in child labor database;
- Provide individual or group training and consulting to businesses on child labor laws and/or issues;
- Provide training and outreach services to Indiana middle and high schools on child labor laws and/or issues;
- Provide assistance to school work permit officers on regulations and online system use and issues;
- Complete accurate and timely records and reports related to travel, work schedule and work activities;
- Work with the U.S. Department of Labor to remain abreast of child labor laws and issues;
- Performs related duties as required.

Job Requirements:

- Project coordination or professional administrative experience can substitute year-for-year for higher education;
- Excellent verbal, written and presentation skills; ability to speak in a professional and concise manner and to maintain confidentiality;
- Ability to effectively work with all levels of an organization and to diffuse difficult customer situations;
- Working knowledge and the ability to apply state and federal laws and regulations with respect to child labor;
- Ability to analyze procedures and policies and recommend improvements;
- Ability complete assignments within established timeframes or by established due dates;
- Proven skills in organization, prioritization, and follow up;
- Valid Indiana Drivers License and clean driving record.

Difficulty of Work:

Assignments are received from the agency's Division Director requiring the incumbent to visit a variety of employment establishments, both commercial and industrial. Incumbent works with variables of substantial intricacy with conflicting aspects. Independent judgment is necessary in completing analyses, and resolve issues/violations.

Responsibility:

The incumbent is responsible for assigned inspections of employment establishments in designated areas of the state to determine employer's compliance with state and federal child labor laws, rules and regulations. Incumbent works independently carrying out assignments and is called upon to cooperate with management and/or employer representatives and exercise judgment in reporting alleged violations of state and federal regulations. Purposes and desired results are discussed with supervisor, but incumbent uses discretion in discussing individual situations. Work is reviewed upon completion for compliance with the various statutes and contribution to agency objectives.

Personal Work Relationships:

Incumbent works with commercial and industrial employment management representatives to identify alleged violations and explain child labor laws and discuss abatement measures. Incumbent also provides individual or group training and consulting to businesses on child labor laws and/or issues, and provides training and outreach services to Indiana middle and high schools on child labor laws and/or issues.