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|  <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p> | Class Title: Child Labor Inspector 5 | | Class Code: 001GL5 |
| | FLSA Status: Non-Exempt | Salary Schedule: PAT 5 | Effective Date: |
| | Summary Incumbent is a field investigator in the enforcement of state child labor laws. Duties are performed in conformance with state and federal regulations and agency policies including standard inspection forms and reports with detailed instructions received for special investigations. | | |

Duties:

- Inspects employer payroll records and interviews employer to ascertain number of minors employed;
- Inspects required employment certificates on file;
- Checks applications when certificates are not available to verify minor's birth date;
- Inspects time cards to ensure minor is working in compliance with our laws;
- Reviews minor's actual dates with employer to ensure minor is not on prohibited occupation;
- Conducts complaint investigations;
- Checks establishment for child labor posting requirements;
- Determines whether employer is in violation of child labor laws;
- Prepares written reports on all inspections;
- Communicates applicable laws to employers and makes recommendations to employer for abatement;
- Re-inspects establishment to insure compliance with recommendations;
- Performs related duties as required.

Job Requirements:

- Thorough knowledge of Indiana Child Labor Laws and the Child Labor Provisions of the Fair Labor Standards Act, U.S. Department of Labor;
- Working knowledge of rules and regulations for Issuing Officers of employment and age certificates;
- Effectively communicate, both orally and in writing;
- Working knowledge of interviewing and ability to obtain facts;
- Ability to effectively communicate, both verbally and in writing reports, to make sound recommendations;
- Ability to be firm, tactful and impartial in enforcing child labor laws.

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. Work involves the use of standard inspection forms requiring judgment in selecting the most pertinent guidelines. Although work is restrictive in scope, some situations involve variables which are not clearly evident.

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. Deviations from the guidelines are reported to the Division Director. Division Director reviews results of work through inspection reports and written and oral instructions.

Personal Work Relationships:

Incumbent works with commercial and industrial employment management representatives to identify alleged violation; explain child labor laws and discuss abatement measures.