

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

LABOR COMPLIANCE SPECIALIST
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to positions responsible for enforcement and implementation of labor compliance programs related to highway construction projects for the Department of Transportation. This classification specification is not intended to identify every duty that may be assigned to the position, but is intended to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses positions at the Department of Transportation that devote the majority of their time ensuring highway construction contracts, policies and procedures adhere to existing regulations and are responsible for duties related to monitoring project information including contract specifications, wage rates, and payroll submissions for contractor compliance with federal and state law, rules, regulations, policies and contract provisions pertaining to labor compliance, Equal Employment Opportunity (EEO), and Disadvantaged Business Enterprise (DBE) programs. Positions allocated to this classification must meet the definition of professional employee, as defined in s. 111.81(15) Wis. Stats.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that meet the statutory definition of management or supervisor as defined, respectively, in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that do not meet the definition of professional, as defined in s. 111.81(15), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.

3. Positions not located within the Department of Transportation.
4. Positions that do not spend the majority of their time on labor compliance related programs.
5. All other positions that are more appropriately identified by other classification series.

D. Entrance Into and Progression Through This Series

Employees enter this classification at any level through competition. Progression to the journey and senior level occurs through reclassification.

II. DEFINITIONS

LABOR COMPLIANCE SPECIALIST - ENTRY

This is an entry level for positions that work under close progressing to limited supervision. At this level employees work closely with journey and senior level labor compliance specialists, central office analysts, equal opportunity specialists, and technical services and engineering services supervisors to acquire knowledge, understanding and experience in methods and procedures related to the review, audit, investigation and oversight of labor compliance programs. The work involves lesser scope, complexity, discretion and decision making than is found at the journey level. Positions assist in monitoring payments, preparing reports, tracking violations and remedial plans, conduct limited contractor employee interviews, and review project diaries and payrolls.

LABOR COMPLIANCE SPECIALIST - JOURNEY

This is a developmental level for positions that work under limited progressing to general supervision where the employee has acquired sufficient skill and relevant program knowledge to research and investigate non-routine cases, analyze and evaluate information and make recommendations and decisions related to WisDOT contracts for matters including but not limited to EEO, DBE, prevailing wage, benefit programs, apprenticeship programs, etc. Positions at this level work in the full range of labor compliance programs that impact the WisDOT highway construction program.

LABOR COMPLIANCE SPECIALIST - SENIOR

This is the objective level for positions working under general supervision that perform the full range of complex labor compliance duties including interpreting application of local, state and federal laws, investigating and enforcing labor standards and prevailing wage complaints, auditing employer payroll and other records, and communicating with project management staff, prime contractors and subcontractors to resolve violations. Positions independently review applicable state and federal laws, regulations and rules and ensure wage compliance using knowledge of industry and construction practices. Positions prepare reports and track violations including obtaining satisfactory evidence of resolution of violations and valid proof of payments. At this level, positions work closely with WisDOT legal counsel, the US Department of Labor and WI Department of Workforce Development.

III. QUALIFICATIONS

The qualifications required for positions allocated to this classification series will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and work activities performed, and by identification of the education, training, work and other life experience(s) which would provide reasonable assurance that the knowledge and skills requires upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective September 6, 2015 and announced in Bulletin DPM-0407-CC-SC to describe positions that perform labor compliance specialist work at the Department of Transportation. These positions were previously classified as Equal Rights Officers that was abolished on the same date.

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