

Class Concept

This is professional, administrative, and supervisory work in implementing the provisions of the North Carolina Wage and Hour Act. The programmatic mission of the Bureau is to ensure compliance with the statutes and administrative rules enforced by the Bureau. The laws administered by the Bureau are subject to periodic change by the General Assembly and by the U.S. Congress. Work is impacted by court decisions that provide new precedents or interpretations and administrative positions taken by the Department. The Deputy Administrator reports to the Wage and Hour Administrator and oversees all enforcement aspects as administered by the NC Department of Labor. Deputy Administrator is the direct supervisor of Wage and Hour district supervisors and ensures work quality, accuracy, and consistency in enforcement procedures throughout Bureau personnel. Employee is also responsible for planning, training, and reviewing the work of both the field supervisors and investigators.

Position works closely with the Administrator, Department's Legal Affairs Division, and the Attorney General's Office in the development of litigation strategies, proposed statutes, administrative rules interpretations, and changes to laws enforced as applicable. The employee works with the Administrator in the development of program standards, policies, and procedures and interpretations of the same, as well as evaluating the overall effectiveness of the Bureau's education and compliance efforts through quality case reviews and customer critiques. Responsibilities also entail conducting and coordinating complex audits; recommending litigation as appropriate; and assisting in the preparation of lawsuits. Employee attends meetings and planning session with the Administrator and represents the Administrator during absences or scheduling conflicts. Frequent public contact is required in developing and maintaining effective relationships with employers and employees as well as representatives of federal, state, and local agencies.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of labor and employment laws directly affecting the Bureau's legislative mandates particularly the Wage and Hour Act, Medical Payment Law, Controlled Substance Examination Regulation Act, Private Personnel Services Act, the E-Verify Act and Expunction Law as it pertains to employment. Must be able to read, analyze, and interpret related regulations and manuals, legal publications and reference materials, State Personnel Manual, and Departmental policies and procedures associated with this position.
- Ability to communicate effectively in oral and written form.
- Thorough knowledge of the Fair Labor Standards Act, related federal regulations and court opinions, and methods, procedures and practices used in the investigation of alleged violations.
- Considerable knowledge of administrative and judicial procedures in state and federal jurisdictions.
- Ability to plan, direct and coordinate statewide enforcement programs; ability to interpret legislation and regulations to brief staff and the public on the application of enforced laws.
- Considerable ability to logically analyze complex situations that require accurate decisions.
- Considerable knowledge of State Human Resources policies/procedures, and knowledge of budgeting and financial management.
- This requires the ability to understand and communicate all aspects of the statutes and laws enforced by the Bureau to employees and the general public.
- The employee is responsible for rendering decisions regarding interpretation to and compliance with the North Carolina Administrative Code, Title 13, Chapters 12, 20, 17 and 18. Ability to effectively manage and resolve conflict situations.
- Ability to establish and maintain working relationships with staff, employees, employers, and their advisors.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and five years of administrative or managerial experience in human or fiscal resources, labor relations or similar fields with some investigatory and/or compliance responsibilities.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.