



DEPARTMENT OF INDUSTRIAL RELATIONS
 EXAMINATION ANNOUNCEMENT FOR
DEPUTY LABOR COMMISSIONER III
OPEN / STATEWIDE / NON-PROMOTIONAL
 WQ15 9504 6IRDC



THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN

WHO SHOULD APPLY	<p>Applicants who meet the minimum qualifications (entrance requirements) stated below as of the <u>scheduled cut-off dates</u>.</p> <p>Candidates who are currently on the eligible list and whose eligibility expires in three months or less may submit an application to re-establish eligibility.</p>
CAREER CREDITS	<p>Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. (See information regarding career credits on the last page of this bulletin.)</p>
HOW TO APPLY	<p>Applications for this classification will be accepted on a continuous basis and processed for examinations with the following <u>scheduled cut-off dates</u>:</p> <ul style="list-style-type: none"> ▪ JULY 15, 2016 ▪ NOVEMBER 15, 2016 ▪ MARCH 15, 2017 ▪ JULY 14, 2017 <p>Candidates must complete and submit a Standard State Application Form (STD. 678) by the scheduled cut off dates listed above. Please write on the first page of the Application Form: <u>DEPUTY LABOR COMMISSIONER III EXAM – 6IRDC</u></p> <p>The form can be downloaded from: http://jobs.ca.gov/pdf/std678.pdf</p> <p>Applications (Form 678) must be submitted to the the Department of Industrial Relations by the applicable cut-off date.</p> <p>By email to: Jobs@dir.ca.gov</p> <p>By Fax to: 415-703-4343</p> <p>By Mail: Department of Industrial Relations Attention: Examination Unit P.O. Box 420603 San Francisco CA 94142</p>

	<p>In Person: Department of Industrial Relations 455 Golden Gate Avenue, 8th Floor San Francisco, CA 94102</p> <p>Applications by mail must be POSTMARKED by the United States Postal Service no later than the scheduled cut-off dates listed above. Applications postmarked, personally delivered or received via inter-office mail after the cut-off date will be accepted for examination scheduled for the next cut-off date. Candidates may choose to send the application by certified mail as proof it was sent and postmarked by the cutoff date. All applications must be signed. Unsigned or incomplete applications will NOT be accepted for the examination.</p> <p>Qualified applicants, who submit completed applications by one of the listed cut-off dates, will be admitted to the examination scheduled for that cut-off date.</p>
CUT-OFF DATES	<ul style="list-style-type: none"> ▪ JULY 15, 2016 ▪ NOVEMBER 15, 2016 ▪ MARCH 15, 2017 ▪ JULY 14, 2017
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
SALARY RANGE	\$5,508.00 - \$7,478.00
LOCATIONS OF POSITIONS	Positions are located statewide with the Department of Industrial Relations' Division of Labor Standards Enforcement
ELIGIBLE LIST INFORMATION	A candidate may only test once in a 12 month period. A list of eligible candidates will be established for the Department of Industrial Relations. Names of successful candidates will be merged onto the list in the order of final scores regardless of dates. Eligibility expires 12 months after it is established; candidates may then retest to reestablish eligibility.
TESTING PERIOD	Candidates may take the exam again after 12 months have elapsed from the date of their last exam.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the applicable cut-off date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as either "I", "II" or "III". For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p>
MINIMUM QUALIFICATIONS	<p style="text-align: center;">Either I</p> <p>Experience: One year of experience in the California state service performing the duties of the class of Deputy Labor Commissioner II; OR two years of experience in the California state service performing the duties of the class of Deputy Labor Commissioner I, or Labor Standards Investigator/Senior Special Investigator.</p> <p style="text-align: center;">OR II</p> <p>Experience: Four years of experience which must have been acquired in one or a combination of the following types of labor relations work, one year of which must have been within the last ten years and at least one</p>

	<p>year of which shall have been in a <u>supervisory</u> capacity:</p> <ol style="list-style-type: none"> 1. Industrial relations management, labor relations, or reconciling grievances; or 2. Negotiation or preparation of labor agreements, or interpretation and settlement of grievances arising under labor agreements including conciliation, mediation, or arbitration of disputes; or 3. Professional level work in the investigation and settlement of complaints regarding violation of State or Federal laws or regulations; AND <p>Education: Equivalent to graduation from college, preferably with emphasis in economics, industrial relations, agribusiness, sociology or other social sciences or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p> <p>Note: On your application, provide specific descriptions of the duties you performed that meet the experience requirements, and if they were performed only part of the time in your job, show the percentages of time you performed them.</p>
<p>SPECIAL PERSONAL CHARACTERISTIC</p>	<p>A sympathetic understanding of labor problems; sound judgment; reliability; impartiality; tact; firmness; patience; neat personal appearance; and willingness to travel and work irregular hours.</p>
<p>POSITION DESCRIPTION</p>	<p>This is the first full supervisory level in the Deputy Labor Commissioner class series. In addition to the Deputy Labor Commissioner I and II duties, an incumbent plans, organizes, directs, and coordinates the work of a district office; may administer a special statewide program of the division; participates in selection and training of staff; makes equitable case load assignments; evaluates staff performance and takes or recommends appropriate action; interprets and applies divisional administrative policies; determines the need for, recommends and justifies new positions, additional equipment and space requirements.</p>
<p>EXAMINATION INFORMATION</p>	<p>This examination will consist of Training and Experience examination weighted 100%. Applicants who meet the minimum qualifications will be provided via USPS mail and e-mail with a Training and Experience Assessment Questionnaire, which is designed to identify a range of information regarding each candidate's knowledge, skills and abilities to effectively perform the duties required in the classification.</p> <p>Please provide a <u>valid e-mail address</u> on the first page of your application.</p>
<p>TRAINING AND EXPERIENCE ASSESSMENT WEIGHTED-100%</p>	<p>Candidates must complete and mail the Training and Experience Questionnaire to a designated address by the date specified in the notice in order to be rated. Candidates failing to return the questionnaire by the specified date will be eliminated from this examination.</p> <p>In order to obtain a position on the eligible list, a minimum score of 70.00% must be attained.</p> <p>Scope of the Training and Experience Assessment Questionnaire:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. State and related Federal Labor Laws; 2. Orders of Industrial Welfare Commission; 3. Principles, practices, and terminology of labor relations work; 4. Purposes, organizations and trends of employee and employer organizations; 5. Terminology used in various occupations; 6. Labor and employment conditions and trends in California;

	<ol style="list-style-type: none"> 7. Industrial occupations and their requirements and employment procedures; 8. The law of contracts as it applies to the field of labor relations; 9. Court procedure and rules of evidence. 10. Principles and theories of administrative law and judicial review of administrative actions 11. Legal terms and forms in common use 12. Programs, policies and procedures of the Division of Labor Standards Enforcement - Department of Industrial Relations; 13. Principles of personnel management, training and supervision; 14. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; 15. The necessity for maintaining a work environment that is free of discrimination and harassment. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Interpret and apply State and related Federal labor laws, and orders of the Industrial Welfare Commission; 2. Analyze testimony and other types of evidence and draw correct conclusions; 3. Hold investigatory hearings and resolve disputes; 4. Deal tactfully, effectively, and impartially with employers; 5. Conduct difficult and involved investigations of alleged violations of labor laws and Industrial Welfare Commission orders; 6. Deal with law enforcement problems tactfully but effectively; 7. Analyze situations accurately and take effective action; 8. Analyze data; 9. Speak and write effectively 10. Make accurate summaries of evidence, prepare reasons for decisions, orders, or awards, and make findings based on such facts 11. Conduct fair and impartial hearings in a manner that will obtain all pertinent evidence and win the confidence and respect of the parties 12. Direct the work of a small office
<p>VETERANS PREFERENCE</p>	<p>Veteran's preference credit will be granted in this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:</p> <p>(1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. (2) An entrance examination is defined, under the law, as any open competitive examination. AND (3) Veterans' Preference is not granted once a person achieves permanent civil service status.</p> <p>Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at https://jobs.ca.gov/Public/Jobs/Veterans.aspx , and the Department of Veterans Affairs.</p>

GENERAL INFORMATION

It is the candidate's responsibility to contact the Human Resources Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the CalHR website at <http://jobs.ca.gov/pdf/std678.pdf> or the Department of Industrial Relations website at www.dir.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated in this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development and the progress he/she has made in his/her efforts toward self-development.

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Career Credits: In an open, non-promotional examination, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 18 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 678.

For Inquiries: Call the Department of Industrial Relations, Human Resources Office at 1-800-564-0771, 1-800-735-2929 - California Relay System Telephone number for the deaf and hearing impaired, Or Write to jobs@dir.ca.gov

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