



State of California  
**Department of  
Industrial Relations**



**DEPARTMENT OF INDUSTRIAL RELATIONS**  
**EXAMINATION ANNOUNCEMENT**  
**FOR**

**DEPUTY LABOR COMMISSIONER IV**

**Exam Type:** Open, Statewide/**Schematic Code:** WQ10/**Class Code:** 9499/**Exam Code:** 4IRDC

**EQUAL OPPORTUNITY EMPLOYER**

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.

**DRUG-FREE STATEMENT**

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 public servants.

**UPDATE**

The following cut off dates are added:

- **July 15, 2024**
- **September 16, 2024**



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### DRUG-FREE STATEMENT

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 PUBLIC SERVANTS.

### WHO SHOULD APPLY

Applicants who meet the minimum qualification for this classification as of the scheduled cut-off dates listed under "Filing Instruction."

### FILING INSTRUCTION

Applications for this classification will be accepted on a continuous basis and processed the examinations with the following scheduled cut-off dates:

- February 15, 2024

Please complete **BOTH a Standard State Application Form (STD) 678 and the Training and Experience Evaluation (with all required documents; link found on page 6)** and submit by mail, e-mail, or in person to the following address:

**By mail or in person drop off:**

Department of Industrial Relations  
Human Resources – Examination Unit  
1515 Clay St., Suite 409  
Oakland, CA 94612

**By e-mail:**

[Exam@dir.ca.gov](mailto:Exam@dir.ca.gov)

**\*\*In the section of the application titled "Examination or Job Titles for which you are applying", please write:**

**Deputy Labor Commissioner IV – 4IRDC**

Applications by mail must be POSTMARKED by the United States Postal Service no later than the scheduled cut-off dates. Applications postmarked, personally delivered or received via inter-office mail, e-mail or by fax after the final filing date will not be accepted.

Applicants are responsible for obtaining proof of mailing or submission of their applications to Department of Industrial Relations, Examination Unit.

Confirmation/receipt of USPS mailed submittals can only be provided for by Certified Mail. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

In person drop off must be submitted by the close of business of the final filing date.

The Human Resources office hours are:

**Monday to Friday (except on holidays)**

**8:00 am to 5:00 pm.**

For e-mail submission, Documents must be attached as a PDF file, no other format will be accepted. PDF file must be attached with your e-mail, no outside hosting service or web links will be accepted.

**\*\*Please refer to the Examination Information section on PAGE 6 for access to the Training and Experience Evaluation (and all other required documents).**

Printed State Applications (Form 678) are available at the Department of Industrial Relations, Human Resources Office/Exam Unit, at 1515 Clay St., Suite 409 in Oakland, CA 94612.

The form can also be downloaded from <http://jobs.ca.gov/pdf/std678.pdf> or from your CalCareer account on [Jobs.ca.gov](http://Jobs.ca.gov). If the application from the CalCareer account is used, applicants must still follow the filing instructions above to submit the application. Applications for this exam are only being accepted by mail, in person, or by e-mail to [Exam@dir.ca.gov](mailto:Exam@dir.ca.gov). Due to system limitations, please do not submit applications or exam documents through a CalCareer account.

#### **FINAL FILING DATE**

- February 15, 2024

#### **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.

#### **POSITION DESCRIPTION**

Holds investigatory hearings, examines witnesses, takes affidavits, collects other evidence, makes and directs investigations to determine the extent of compliance with, and to resolve disputes arising under State labor laws and Industrial Welfare Commission orders. Assesses and collects civil penalties, or initiates civil or criminal action. Files various court actions and legal documents. Meets with employers and employees and their representatives to advise them of, and to secure compliance with, requirements. Inspects places of employment and

employers' records to determine the extent of compliance with the provisions of the Labor Code and Orders of the Industrial Welfare Commission. Plans, organizes and directs the work of a group of district offices in a major geographical area; or may work directly under the Chief or Assistant Chief in the performance of a special statewide assignment. Interprets and applies division administrative policies and coordinates and evaluates area activities to insure uniform application of those policies. Provides direction and consultation to subordinate staff in the handling of difficult and sensitive cases. Responsible for selection and training of personnel. Evaluates performance and tasks or recommends appropriate action.

#### **SALARY RANGE**

\$9,067 - \$10,401 per month

#### **LOCATION OF POSITIONS**

Positions are located Statewide with the Department of Industrial Relations, Division of Labor Standards Enforcement.

#### **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

NOTE: All applicants must meet the education and/or experience requirements for this examination by the scheduled cut-off dates, which they are applying for.

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" or "II". For example, candidates possessing 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.

#### **MINIMUM QUALIFICATION**

**Education Requirement:** The following education is required when general experience is used to qualify at any level:

**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.)

**General Experience Requirement:** Experience must have been acquired in one or a combination of the following types of work, one year of which must have been within the last ten years:

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/or settlement of complaints regarding violation of State or Federal laws or regulations.

**Either I**

Experience: One year of experience in the California state service performing the duties of Deputy Labor Commissioner III. or

Two years of experience in the California state service performing the duties of the class of Deputy Labor Commissioner II. or

Three 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.

**Or II**

Experience: Five years of the above-described general experience, at least two of which shall have been in a supervisory capacity.

**SPECIAL PERSONAL CHARACTERISTICS**

A sympathetic understanding of labor problems; sound judgment; reliability; impartiality; tact; firmness; patience; neat personal appearance; and willingness to travel and work irregular hours.

**ELIGIBLE LIST INFORMATION**

An eligible list will be established for the Department of Industrial Relations. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Once a candidate has taken the Training and Experience Evaluation, s/he may not retake it for 12 months.

**VETERANS' PREFERENCE**

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever 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, they 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.

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 [here](#) and at the Department of Veterans Affairs offices.

**EXAMINATION INFORMATION: TRAINING AND EXPERIENCE ASSESSMENT – WEIGHTED 100%**

This examination will consist of a Training and Experience evaluation weighted 100%.

It 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.

Candidates must complete and return the evaluation to a designated address by the date and method as specified in the notice in order to be rated. Candidates failing to return all the required documents by the specified date will be removed from this examination.

In order to obtain a position on the eligible list, a minimum score of 70.00% must be attained.

**SCOPE OF THE TRAINING AND EXPERIENCE ASSESSMENT EVALUATION:****A. Knowledge of:**

1. State and related Federal labor laws;
2. Orders of the 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;
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 and the 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, and for maintaining a work environment that is free of discrimination and harassment.

**B. Ability to:**

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 conclusion;
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. Communicate 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;
13. Plan, organize, direct and coordinate the work of others;
14. Interpret and apply established policies and procedures of the Division of Labor Standards Enforcement and the Department of Industrial Relations;
15. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment;
16. Plan and administer field or headquarters elements of an enforcement program.

**GENERAL INFORMATION**

**Application Forms** are available at The California Department of Human Resources office, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the website of <http://calcareers.ca.gov> or the website of <https://www.dir.ca.gov/dirjobs/> link to the website(s) for downloading the form is also provided in this bulletin viewed on the internet.

If you meet the requirements stated on the bulletin, you may submit your application to 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 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) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide 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 from 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.

**CONTACT INFORMATION**

You may call the Department of Industrial Relations during our office hours: 1-800-564-0771  
California Relay System Telephone number for the deaf and hearing impaired: 1-800-735-2929  
E-mail: [exam@dir.ca.gov](mailto:exam@dir.ca.gov)

**TAKING THE DEPUTY LABOR COMMISSIONER IV EXAMINATION**

Click [HERE](#) to access the Training and Experience Evaluation for this examination.