

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency LEO-LABOR AND ECON OPPORTUNITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Employment Relations (BER)
4. Civil Service Position Code Description Regulation Agent-E	10. Division Wage & Hour Division
5. Working Title (What the agency calls the position) Investigator	11. Section
6. Name and Position Code Description of Direct Supervisor WELLS, ANGELINA J; REGULATION MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor FIELDS, JENNIFER S; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work The work location of this position will be either Lansing or Detroit, depending on the selected candidate. Possibly eligible for a hybrid or a fully remote work schedule (with occasional travel to their official work location). Mon- Fri 8am- 5pm Position assigned to Early Disposition Unit- Region 1. May involve work assignments in other counties within the state.
14. General Summary of Function/Purpose of Position	
<p>The person holding this position assists with the administration and enforcement of wage and hour laws assigned to the division by investigating and documenting complaints, attempting informal resolution, or recommending enforcement action. These duties are performed in response to complaints filed with the department pursuant to the Payment of Wages and Fringe Benefits Act; the Youth Employment Standards Act; Michigan's Minimum Wage Law, the Improved Workforce Opportunity Wage Act; the Earned Sick Time Act; the Prevailing Wage on State-Funded Construction Projects Act; and the Human Trafficking Notification Act.</p> <p>The person holding this position is responsible for the timely and accurate management of their assigned caseload, including, but not limited to, entering and maintaining data in case management systems; preparing written and electronic communications; conducting in-person and virtual contacts; conducting audits; and participating in case hearings.</p>	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 65

Conducts investigations of complaints related to wages and fringe benefits, discrimination, minimum wage and overtime, youth employment, earned sick time, and prevailing wage.

Individual tasks related to the duty:

Under general supervision, conducts investigations of complaints related to wages, fringe benefits, discrimination, youth employment, earned sick time, prevailing wage, minimum wage, and overtime. Reviews and analyzes documentation, records, reports, wage and commission agreements, written contracts, and employer policies related to wages, youth employment, or fringe benefits. Inspects and audits timekeeping and payroll records for compliance with applicable laws. Interviews complainants, employees, witnesses, bookkeepers, accountants, and attorneys as necessary. Coordinates with prosecutors when required and obtains witness statements. Verifies legal identity for corporations, partnerships, and individuals operating under assumed names and determines individual liability. Conducts investigations in an accurate and timely manner to ensure compliance with state labor laws.

Duty 2

General Summary:

Percentage: 15

Prepares reports, correspondence, and other records to accurately document investigative findings and ensure proper case documentation in compliance with departmental policies and applicable laws.

Individual tasks related to the duty:

Prepares investigative reports, investigation summaries, audit sheets, correspondence, and other records as necessary to document investigative findings. Summarizes case files at the conclusion of each investigation, applying evidence obtained to the relevant provisions of laws and administrative rules administered by the Division, supplemented by Division policies. Recommends case disposition, which may include closure based on compliance, informal resolution, issuance of a formal determination depending on the assigned unit, recommends action for collection of unpaid minimum wage and overtime, or referral for prosecution of youth employment standards violations. Accurately and timely enters information into case management databases to ensure proper documentation and tracking of investigative activities.

Duty 3

General Summary:

Percentage: 10

Reviews investigative findings with parties and attempts to achieve informal resolution of complaints by collection of wages.

Individual tasks related to the duty:

Reviews investigative findings with appropriate parties, including complainants, employees, employers, attorneys, state officials, contractors, contracting agents, and prosecuting attorneys. Solicits voluntary compliance, issues corrective action notices, attempts settlements, collects wages and fringe benefit payments, and obtains withdrawals of complaints. Communications may occur in person, virtually, in writing, or by telephone.

Duty 4

General Summary:

Percentage: 5

Early Deposition Unit (EDU)- reviews complaints to determine jurisdiction, requests complaint to be opened for case initiation, attempts to informally resolve cases, and refers to the FSU for further investigation when informal resolution is not obtained.

Field Service Unit (FSU) - receives referrals from the EDU for further investigation and the issuance of the formal findings and submission of the determination summary to management for approval.

Individual tasks related to the duty:

Reviews complaints and processes requests for the opening of investigations. Obtains evidence, reviews records, conducts audits, and attempts to resolve cases informally. Schedules contacts with employers, employees, and other relevant parties, and conducts follow-up to ensure investigations are completed accurately, timely, and on a first-in, first-out basis. Applies laws, rules, policies, and procedures to analyze all aspects of wage and hour laws assigned to the division. Manages a caseload with attention to both quality and timeliness.

Duty 5

General Summary:

Percentage: 3

Public information and education.

Individual tasks related to the duty:

Participates in educational presentations for groups, businesses, public employers, employee organizations, community organizations, and school officials to inform them of the requirements of laws administered by the Division. Responds to inquiries from the public, attorneys, legislators, and news media office, and prepares correspondence explaining applicable rules and regulations. Makes referrals to other agencies when appropriate. As directed by management, plans and conducts outreach events to promote awareness and understanding of the Division's programs. Assists answering general calls on a rotating basis.

Duty 6

General Summary:

Percentage: 2

Assist with administrative and enforcement actions.

Individual tasks related to the duty:

Testifies as a witness on behalf of the Division in administrative proceedings related to wage and hour laws assigned to the division. Assists the Attorney General's Office and prosecuting attorneys by explaining investigative findings in enforcement actions. Interacts with courts and law enforcement agencies as needed. Participates in case hearings, including both virtual and in-person proceedings.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Interpretation of law, application of facts and evidence to the law indicating whether employees are entitled to compensation for wages and fringe benefits or whether there have been criminal violations of the Youth Employment Standards Act. These interpretations and applications resolve complaints and advise employers how to comply with the requirements of the statutes administered by the division affecting the public, employees, and employers. Employers are required to pay wages and fringe benefits owed and may be civilly sued for nonpayment based on decisions of the department. Employers violating the Youth Employment Standards Act may be prosecuted and fined or imprisoned.

17. Describe the types of decisions that require the supervisor's review.

Recommendations for issuance of formal determinations on payment of wage and fringe benefit claims require supervisory approval, as does the initiation of collection action for unpaid minimum wages and overtime. Referral for prosecution under the Youth Employment Standards Act requires supervisory approval. Any deviation from established policy or procedure

requires supervisory approval, as does any situation that is not covered by established policy or procedure.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Investigative work is done in the division offices and in the "field" i.e., visitations to employees' homes, employers' businesses, offices, farms, construction areas or work sites. Contacts outside the office require the ability to travel distances and to enter and move around in facilities which may not be barrier free. Fieldwork requires such mobility at minimum 60% of the time. Most work is performed indoors. Investigators must be able to examine records and other documentation, interview employers and employees, and record findings. The program uses document imaging to manage case files, extensive use of computer technology and digital images of case documents require long periods using computer monitor, keyboard, email, Microsoft Word, Excel, Content Manager and Adobe Acrobat. Requires timely and accurate system entries within the case management systems.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Performance of all tasks associated with conducting investigations into allegations of violations of the Payment of Wages and Fringe Benefits Act; the Youth Employment Standards Act; Michigan's Minimum Wage Law, the Improved Workforce Opportunity Wage Act; the Earned Sick Time Act; the Prevailing Wage on State-Funded Construction Projects Act; and the Human Trafficking Notification Act.

The essential duties of this position are review of complaints, determination of jurisdiction, investigation of complaints, documentation of findings, and attempted resolution, closure of investigation through collection of wages and fringe benefits, identification of employer, legal identities, verification of compliance or referral for civil collection action or criminal prosecution as applicable.

Ability to manage a caseload.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Downgrading of the position to the Experienced Level for recruitment purposes.

25. What is the function of the work area and how does this position fit into that function?

This unit is responsible for investigation and documentation of wage and fringe benefits complaints, determining compliance with department programs. Regulation agents (investigators) have direct responsibility for these functions.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Regulation Agent 9

No specific type or amount is required.

Regulation Agent 10

One year of professional experience providing regulation and investigative services equivalent to a Regulation Agent 9.

Regulation Agent P11

Two years of professional experience providing regulation and investigative services equivalent to a Regulation Agent, including one year equivalent to a Regulation Agent 10.

Alternate Education and Experience

Regulation Agent (Departmental Trainee)

Education-

Educational level typically acquired through completion of high school.

Experience-

Four years of experience as an advanced 9-level worker in an ECP Group One classification.

OR

Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification.

OR

Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification. OR Two years of experience as a first-line supervisor in an ECP Group Three classification.

OR

One year of experience as a second-line supervisor in an ECP Group Three classification.

*Paraprofessional classifications are those requiring an associate's degree or two years of college.

Educational Substitution-

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

Regulation Agent 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

OR

Two years of experience as an investigator or detective in a law enforcement, US Armed Services, or private agency conducting criminal investigations or corporate investigations including fraud, embezzlement, and security threats may be substituted for the education and experience required at the entry level; three years of such experience may be substituted at the intermediate level; four years of such experience may be substituted at the experienced level, and five years of such experience may be substituted at the advanced level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Good verbal, language, and writing skills. Ability to travel. Ability to enter and move around in facilities which may not be barrier free. (Field contacts).

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Valid driver's license.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date