

Labor Standards Inspector

Job Brief:

Under general supervision, is responsible for labor standards inspection work of average difficulty; and performs related work as required. This is the working class in the Labor Standards Division. An employee in this class performs inspections and/or investigative work regarding compliance with labor standards statutory laws. This class differs from that of Labor Standards Inspection Director in that the incumbent of the latter is responsible for administrative and supervisory work in directing the statewide labor standards inspection program.

Job Duties:

Inspecting Equipment, Structures, or Material:

Inspects location and equipment during on-site investigations to identify the improper use of prohibited equipment and possible violations of the statutes to prevent potential accidents.

Resolving Conflicts and Negotiating with Others:

Handles complaints, settles disputes, mediates, and resolves grievances and conflicts, or otherwise negotiating with others.

Evaluating Information to Determine Compliance with Standards:

Enforces statutory compliance of Child Labor Act in businesses where minors may be employed by conducting on-site interviews, inspecting location and minors employment files and auditing time records.

Ensures the compliance of the Prevailing Wage Act which protects an employee's wages on state-funded projects by meeting with employers/contractors, conducting on-site interviews, the posting of wage rates, auditing submitted certified payrolls, and verifying proper classifications on employees.



Enforces the statutory compliance of Wage Regulations Act by conducting investigations related to allegations of specific violations.

Enforces statutory compliance of Employment of Illegal Alien Act and the Tennessee Lawful Employment Act (TLEA) by auditing the appropriate compliance documentation and/or conducting investigations of specific alleged violations.

Issues citations for violations.

Enforces statutory compliance of the Non-Smokers Protection Act in conjunction with on-site inspections.

Analyzing Data or Information:

Audits certified payroll for assigned prevailing wage projects to ensure statutory compliance.

Analyzes information/documentation received from claimants, witnesses, and employers regarding allegations of non-compliance with the Tennessee Wage Regulation Act, Child Labor Act, Prevailing Wage Act, Employment of Illegal Aliens Act, Tennessee Lawful Employment Act, and Tennessee Non-Smokers Protection Act.

Interviews claimants, witnesses, and employers regarding allegations of non-compliance with Tennessee Wage Regulation Act, Child Labor Act, Prevailing Wage Act, Employment of Illegal Aliens Act, Tennessee Lawful Employment Act and Tennessee Non-Smokers Protection Act.

Analyzes the time and attendance records of the identified employees.

Collects and audits follow up documentation to ensure non-compliance issues have been resolved.

Analyzes and reviews statutory required documents that should be included in personnel file.

Researches various inquiries regarding T.C.A. Codes (Tennessee Codes Annotated) regulated by the Labor Standards Division.

Audits E-Verify reports submitted by employers for compliance with the TLEA (Tennessee Lawful Employment Act) to ensure statutory eligibility for employment.

Updating and Using Relevant Knowledge:

Gains and maintains knowledge of T.C.A. (Tennessee Code Annotated) codes and meanings of all laws enforced by the division.

Conducts research manually and electronically to maintain up-to-date information pertaining to inspections, rules, and regulations.

Identifying Objects, Actions, and Events:

Observes employees and verifies employer statements for appropriate age requirements performing prohibited occupations.

Identifies problems and recommends solutions to prevent accidents.

Evaluates differences between Prevailing Wage classifications based on inspector's observations of duties performed by workers.

Observes surroundings to determine if the Non-Smokers Protection Act is being enforced.

Thinking Creatively:

May create educational curriculums and materials to train employees/employers throughout the state based on their specific needs.

Training and Teaching Others:

Conducts lectures, seminars and outreach training programs using multimedia to meet the needs of the citizens of the state of Tennessee.

Provides written instructional materials for educational purposes, outreach training, non-compliance resolution.

Getting Information:

Gathers information/documentation received from claimants, witnesses, and employers regarding allegations of non-compliance with the Tennessee Wage Regulation Act, Child Labor Act, Prevailing Wage Act, Employment of Illegal Aliens Act, Tennessee Lawful Employment Act, and Tennessee Non-Smokers Protection Act.

Gathers data regarding allegations of non-compliance with the Tennessee Wage Regulation Act.

Receives complaints, inquiries, certified payrolls, and personnel records for compliance.

Researches target company using departmental databases, internet, various state and private websites to obtain information as needed.

Documenting/Recording Information:

Creates and maintains case file, containing all necessary information (i.e., reports, letters, pictures, employee/employer submittals, interview statements), during the investigation/inspection process in the division's computerized system(s) on a case-by-case basis.

Creates a Prevailing Wage pre-construction package to inform the contractor(s) and/or their sub-contractor of required documentation needed for statutory compliance.

Creates electronic audit reports when conducting a Prevailing Wage compliance investigation.

Utilizes letters and written documentation to communicate with claimants and/or employers in the investigation or complaint resolution.

Creates penalty worksheets for division Director when conducting Child Labor investigation.

Maintains all other records according to division guidelines in accordance with state audit requirements.

Maintains Prevailing Wage Act records for one year upon completion of investigation or inspection.

Generates or collects digital photographs or electronically scanned images to document statutory violations.

Communicating with Persons Outside Organization:

May provide testimony for formal and informal conferences as needed on a case-by-case basis.

May testify in court upon prosecution of an employer for violations of statutory law.

Explains labor laws and departmental regulations and penalties for violations to individuals, employers, and other interested parties.

Interviews employers, employees, and others during on-site investigations.

Responds to inquiries from employees, employers, contractors, sub-contractors, state and/or federal agencies and other concerned parties by telephone, e-mail, fax, in person, or in writing.

Advises employers and employees during on-site investigations regarding use of equipment in compliance with statutes.

Communicates with jurisdictional counterparts regarding current inter-related areas of enforcement and statutory changes that may apply.

Conducts professional courtesy visits to provide information on laws, rules, and regulations regarding the application of statutory requirements.

Coaching and Developing Others:

Coaches and trains new Labor Standards Inspectors.

Coaches and mentors inspectors, support staff and other departmental personnel regarding statutory requirements of the Acts enforced by the Labor Standards Division.

Interacts with other Labor Standards Inspectors regarding various processes, changes in the law, interpreting and applying laws.

Establishes and maintains new processes for reporting and case management.

May provide training to other divisions within the Department of Labor and Workforce Development.

Develops and modifies forms used by the Labor Standards Division.

Establishing and Maintaining Interpersonal Relationships:

Provides information and clarification to inquiries regarding specific statutory requirements or its applicability.

Continually works with office staff, peer investigators, Director, and other team members on a daily basis.

Developing Objectives and Strategies:

May participate in bi-annual meetings with Labor Standards Inspectors and other staff to establish and maintain long-range objectives and strategies for the division.

Follows division's objectives in performance of routine and/or follow-up inspections of businesses that may employ minors to ensure the compliance of statutory regulations.

Coordinating the Work and Activities of Others:

May work with Director in developing training, policies and procedures, Standard Operating Procedures, outreach and training for employers, legislative bill impact and fiscal review.

May oversee and coordinate the work and activities of other Labor Standards Inspectors when required.

May conduct inspections and/or investigations in conjunction with other inspectors, agencies or as part of a team or group, when required.

May prepare and review reports for Director's analysis and make recommendations.

Coordinates times, schedules, and dates with other inspectors to perform ongoing inspections or investigations.

May conduct interviews with Director and Human Resources staff in personnel transactions.

May travel with Director to monitor and evaluate other Labor Standards Inspectors day-to-day performance.

Communicating with Supervisors, Peers, or Subordinates:

Provides information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

May work in conjunction with other State or Federal entities (i.e., Workers Comp, TOSHA, USDHS, USDOL, CPS) to conduct and complete investigations and reports.

Works for Information Technology and Human Resources Divisions on processes and procedures.

Consults with Agency legal division when necessary.

Conducts and attends staff meetings, workshops, and training conferences to attain additional continuing education.

Works with MVM (Motor Vehicle Management) division to facilitate the use of state vehicles.

Guiding, Directing, and Motivating Subordinates:

May provide guidance and direction to subordinates, including setting performance standards and monitoring performance.

Assisting and Caring for Others:

Provides emotional support to claimants and employers through explaining process that must be followed to mediate claims and/or disputes.

Developing and Building Teams:

May participate in round table discussions with different divisions within the Agency.

May participate in staffing meetings with other Labor Standards Inspectors and other personnel.

Provides information necessary to other divisions when conducting investigations or inspections.

Develops and coordinates team of inspectors to perform specific tasks in a certain geographical location within the state of Tennessee.

Interacting with Computers:

Maintains records for timely periodic and/or follow-up inspections, completes reports recommending issuance of violations, and prepares various reports to include daily/weekly/monthly reports and expense reports.

Uses computers and computer systems (including hardware and software) to set up functions, enter data, or process information.

May assist in the development of new software for the division.

Communicates daily with various public entities and other staff members via e-mail.

Interpreting the Meaning of Information for Others:

Interprets for owners/managers or other company representatives the meaning of all T.C.A. Codes and related rules as they may apply.

Answers inquiries by telephone, e-mail, or in written form regarding the definition of statutes.

Provides constituents and employers with printed materials to provide detailed information regarding specific statutes.

Making Decisions and Solving Problems:

Analyzes information and documentation to determine compliance with statutory requirements.

Makes decisions, recommendations, and solves problems in relation to inspection criteria.

Evaluates and interprets documentation to determine the best solution and course of action to resolve problems.

Makes decisions regarding conflict of interest when conducting inspections (i.e., acceptance of gifts or gratuities, personal relationships, etc.).

Monitoring Processes, Materials, or Surroundings:

Monitors environment prior to entering respective inspection location.

Monitors environment and events for compliance for statutory requirements.

Operating Vehicles, Mechanized Devices, or Equipment:

Operates a motor vehicle in performance of duties.

Organizing, Planning, and Prioritizing Work:

Schedules inspections and investigations.

Schedules lectures, seminars and outreach training programs using multimedia to meet the needs of the citizens of the state of Tennessee.

Performing Administrative Activities:

Prepares a variety of records and reports and maintains files of investigative information collected from various sources.

Uses computer systems (departmental and division) for extensive data entry.

Makes recommendations based on inspection or investigation findings to division Director for assessment of warning and/or penalties.

Inputs reports and data into Labor Standards Division computerized systems.

Monitors/tracks assigned Prevailing Wage projects for compliance until completion.

Creates and maintains separate files for certified payroll information for all assigned Prevailing Wage projects.

May handle disciplinary actions when the need arises.

Enters time and expense reports into departmental system.

Maintains and secures a copy of all reports at the work location for future reference/follow-up or future investigation.

May provide back up to Labor Standards Director in the event of absences.

Creates and/or submits weekly accomplishment report for all investigations and inspections to central office.

Searches in the Labor Standards Division computerized system for repeat offenders or prior inspections, investigations, or complaints.

Conducts and/or assist with staff meetings, seminars, and conferences.

Communicates via fax, e-mail and sends certified or standard mail as necessary.

Destroys records according to Operation Round file directions.

Prepares and copies information for training sessions.

Performing for or Working Directly with the Public:

Works with the public in the course of inspection or investigation.

Schedules and conducts mediation between employers and employees.

Interviews potential walk-in claimants to determine statutory eligibility to file a claim.

Receives phone calls from the general public concerning allegations of non-compliance.

Performing General Physical Activities:

Performs inspections in a variety of locations requiring climbing, walking, stooping, lifting, and balancing.

Processing Information:

Audits submitted certified payrolls for compliance with statutes

Assigns T.C.A. (Tennessee Codes Annotated) Codes for citations identified.

Providing Consultation and Advice to Others:

Provides training and educational conferences for Work-Based Learning, WEOC (Workforce Employer Outreach Committee), and co-op teachers across the state.

Provides training and educational conferences for contractors and sub-contractors in conjunction with USDOL.

Schedules follow-up training to businesses that have questions and/or prior violations.

Requirements and Skills:

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to three years of full-time investigative, claims examinations, business management, or other related work.

Substitution of Education for Experience: Qualifying college coursework in public or business administration, criminal justice, social or behavioral science, or other related field may be substituted for the required experience on a year-for-year basis.

Substitution of Experience for Education: Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications:

A valid vehicle operator's license may be required for employment in some positions.

Examination Method: Education and Experience, 100%, for Preferred Service positions.

State of Tennessee Careers Portal Page:

If you want to search job openings for the entire State of Tennessee, [click here to visit the State of Tennessee Careers Portal](#).

To see all of the current job listings for our department (Labor & Workforce Development) on the Careers Portal page:

- In the Keyword box, type "Labor & Workforce Development"
- Leave the Location box blank
- Click "Find Jobs"