



Code: 9689
Service: Exempt
Series: Exempt

CLASS TITLE: DIRECTOR OF LABOR STANDARDS

CHARACTERISTICS OF THE CLASS

Under direction, the class directs and manages the activities or special projects in the Office of Labor Standards, promoting labor standards through enforcing Chicago's labor standards laws, conducting outreach, education, and training for employers and employees, and performs related duties as required

ESSENTIAL DUTIES

- Functions as the head of an operational division within a department accountable for the management of the organization's work operations, direction and oversight of staff, and enforcement of existing labor laws within the City
- Oversees the implementation and enforcement of Chicago's labor standards laws, including Minimum Wage, Paid Sick Leave, Wage Theft, and any other laws as mandated in Chapter 2-25-200 of the Chicago Municipal Code
- Coordinates with federal, state, county, and City agencies, along with advocate agencies, to identify gaps in existing labor laws affecting employees and independent contractors within the City
- Prioritizes areas for improving working conditions and practices affecting employees and independent contractors within the City
- Collects and analyzes available federal, state and local data on the City's workforce and workplaces
- Plans, makes recommendations, conducts research and develops programs for employer education, worker education, and worker protection
- Enforces and improves the enforcement of laws and regulations, to the extent permitted by law, in order to improve working conditions and practices within the City and particular industries operating therein
- Facilitates the exchange and dissemination of information in consultation with City agencies, federal and State officials, businesses, employees, independent contractors, and not-for-profit organizations
- Recommends initiatives to enhance worker protection and improve labor standards for all Chicago workers
- Mediates disputes in connection with labor standards complaints, if necessary
- Develops, writes, and presents reports to the City Council describing activities undertaken by the Office of Labor Standards

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree, plus two (2) years of experience working with federal, state, or local labor laws, or an equivalent combination of education and experience given that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Advanced knowledge of:

- *principles and practices of labor law and collective bargaining
- *municipal, state and federal labor and employment laws
- *the legal system and the principles and practices of applicable areas of the law
- *courtroom procedures and legal terminology
- *legal research methods, techniques, and resources
- *supervisory and management methods, practices, and procedures
- the City's organizational structure
- labor law and administration

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *NEGOTIATION - Bring others together and trying to reconcile differences
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

- DATA COMPREHENSION – Collect, retrieve, and interpret large data sets; comfortable creating and manipulating Excel spreadsheets

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- TECHNOLOGICAL PROFICIENCY - Maintain and organize large quantities of documents and data electronically

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION – Think creatively about alternatives to come up with new ideas for and answers to work related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
- ORGANIZATION – Able to maintain records for dissemination to and review by Commissioner, City Council, and the public.

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.