



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
220 French Landing Drive
Nashville, TN. 37243
(615) 741-6642

Summary: Labor Standards Inspector Director will be under direction of the Administrator and Assistant Administrator of the Workplace Regulations and Compliance Division, is responsible for supervising the Labor Standards Unit which includes managing an administrative staff and inspectors. In addition, reviews laws to determine if employers are compliant and assists with bill analysis of considerable difficulty; and performs related work as required.

The employee in this class is responsible for directing the Labor Standards Unit in the Division of Workplace Regulations and Compliance of the Tennessee Department of Labor and Workforce Development. This class manages, supervises and must be a licensed Tennessee Attorney at Law.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Directs the assignment, training, supervision, and evaluation of Labor Standards employees involved in the enforcement of laws and standards; assigns and monitors labor standards workflow, reviews correspondence, and interprets departmental and divisional policies as they relate to the Labor Standards Unit.
- Supervises Labor Standards Inspectors and Administrative Support Staff; visits field inspectors quarterly, answers program and legal questions, provides legal guidance for inspectors who work in the field; conducts training; oversees administrative staff and answers questions; conducts weekly staff meetings for inspectors and attends weekly administrative staff meetings; answers questions from employers, employees, and the general public.
- Creates and implements policy subject to review; analyzes existing Labor Standards Laws, proposed legislation, program rules relating to the Labor Standards Unit; assists the Administrator and the Assistant Administrator with legislation, bill analysis and fiscal analysis for the Labor Standards Unit.
- Creates quality control/assurance measures for the Labor Standards Unit; creates internal auditing procedures and processes for the Labor Standards Unit; updates Standard Operating Procedures (SOP's) for the Labor Standards Unit; updates program rules for the Labor Standards Unit.
- Acts as the Attorney for the Labor Standards Unit; represents the Labor Standards Unit at contested case hearings, staff meetings, board meetings, and educational training seminars; provides legal advice for the Labor Standards Unit, its programs, and the Prevailing Wage Commission.

Labor Standards Inspector Director
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- Assists Labor Standards Unit employees to maintain proper time records in Edison; maintains personnel files for Labor Standards Unit employees; follows up with Administrators and Human Resources regarding personnel issues; reviews travel expenses; oversees the ordering of supplies and equipment; reviews personnel data sheets; and other Labor Standards Unit functions and responsibilities as requested by the Administrator and Assistant Administrator.
- Works with the State Attorney General's Office in gathering and preparing evidence for bankruptcy and collection referrals.
- Explains to individuals, employers, employees, and the general public the application and enforcement of various Labor Laws and penalties for non-compliance.
- Investigates and gathers evidence regarding difficult cases of non-compliance regarding violations of the Child Labor Law, Prevailing Wage Law, Wage Regulation Act, Tennessee Lawful Employment Act, Non-Smoker Protection Act, and Illegal Alien Law.
- Assists the Administrator and the Assistant Administrator in developing an annual operating budget for the Labor Standards Unit.
- Assists the Administrator and the Assistant Administrator with special projects when needed and/or when asked.
- Operates a motor vehicle in performance of duties.

KNOWLEDGE, SKILLS and ABILITIES:

- Ability to balance strategic development, implementation and operational oversight
- Ability to grow and develop employees
- Ability to communicate in a manner that builds relationships and engages and values others
- Ability to problem solve and create win-win solutions
- Demonstrated ability to develop high functioning employees
- Skilled in legal interpretation and analysis
- Knowledge and understanding of Labor Laws
- Knowledge of staffing, performance management, and professional development
- Ability to interpret and apply policies, federal/state laws, rules and regulations
- Ability to establish, review, analyze and continuously improve processes
- Ability to think strategically and work with and through people to develop goals, objectives and action plans aligned with the organizational objective and needs in order to drive department performance
- Strong verbal and written communication skills and presentation skills
- Knowledge of computer programs utilized in the Labor Standards Unit

EDUCATION EXPERIENCE: Valid Tennessee Law License; 3 years or more of related litigation and management experience.

COMPENSATION INFORMATION: \$4,792 Monthly

Contact Information: Cover Letter & Resume can be emailed to:
Deborah.Rhone@tn.gov