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576-2364
Roxanne -
Cal State Labor
Board -

**Deputy Labor Commissioner I
(Departmental Open and Departmental Promotional)
Recruitment #093499-00109502-9IR21M**

This multi-level recruitment is for:

093499-00109502-9IR21M DEPUTY LABOR COMMISSIONER I for ALL APPLICANTS
093499-00109502-9IR29M DLC I for CURRENT DIR EMPLOYEES

Department(s): Dept of Industrial Relations
Opening Date: 9/30/2009 3:00:00 PM
Closing Date: Continuous
Cut-off Date: 10/23/2009
Type of Recruitment: Departmental Open and Departmental Promotional
Salary: MONTHLY-RANGED-SALARY - \$4,357.00 to \$5,361.00
Employment Type: Permanent Full-time
Limited Term Full-time
Exam Type: State-wide

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INTRODUCTION

The original cutoff date of October 1, 2009 has been changed. The cutoff date is now October 23, 2009.

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for 12 months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Final File Date: 10/23/2009
Applications (Form 678) are available at www.jobs.ca.gov. The

application must be filled out, printed and mailed to the address indicated below.

Applications must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will be held for the next administration of this examination.

Where to Apply:

Department of Industrial Relations

**P.O. Box 420603
San Francisco, CA 94142
Attention: Examination Unit**

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.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY INFORMATION

Monthly salary range \$4,357.00 to \$5,361.00

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement by October 23, 2009.

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", or "III", etc. 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 QUALIFICATIONS

ALL LEVELS:

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.)

EITHER I

Experience must have been in the California state service.

OR II

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.

DEPUTY LABOR COMMISSIONER I

EITHER I

Experience: One year of experience in the California state service performing the duties of an Industrial Relations Representative, Range C. Or

One year of experience in the California state service performing the duties of a Special Investigator I.

OR II

Experience: One year of the above-described general experience. On your application, provide specific descriptions of the duties you performed that meet the experience requirements, and if they were performed only part of the time in your job, show the percentages of time you performed them.

OR III

Education: Graduation from law school.

POSITION DESCRIPTION

The Deputy Labor Commissioner I 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 employer's records to determine the extent of compliance with the provisions of the Labor Code and Orders of the Industrial Welfare Commission.

EXAMINATION INFORMATION

Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled for a Qualifications Appraisal Interview with an exam panel.

SCOPE OF EXAMINATION

Qualifications Appraisal Interview Weighted 100%.

This examination will consist of a qualifications appraisal interview only. The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Competitors who do not appear for the interview will be disqualified.

KNOWLEDGE AND ABILITIES

DEPUTY LABOR COMMISSIONER I

Knowledge of: State and related Federal labor laws; orders of the Industrial Welfare Commission; principles, practices, and terminology of labor relations work; purposes, organizations, and trends of employee and employer organizations; terminology used in various occupations; labor and employment conditions and trends in California; industrial occupations and their requirements and employment procedures; the law of contracts as it applies to the field of labor relations; and court procedure and rules of evidence.

Ability to: Interpret and apply State and related Federal labor laws, and orders of the Industrial Welfare Commission; analyze testimony and other types of evidence and draw correct conclusions; hold investigatory hearings and resolve disputes; deal tactfully, effectively, and impartially with employers; conduct difficult and involved investigations of alleged violations of labor laws and Industrial Welfare Commission orders; deal with law enforcement problems tactfully but effectively; analyze situations accurately and take effective action; analyze data; and communicate effectively.

SPECIAL REQUIREMENTS

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

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

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact **The Department of Industrial Relations 1-800-564-0771** three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may 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 testing 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 laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

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.

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, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

If Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or www.jobs.ca.gov.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Department of Industrial Relations
P.O. Box 420603
San Francisco, Ca 94142 or

**455 Golden Gate Ave. ,8th Floor
San Francisco, CA 94102**

1-800-564-0771, and TTY number 1-800-735-2929.

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