

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

COMPLIANCE OFFICER

POSITION CODE: 08919  
Effective: 9-18-96

DISTINGUISHING FEATURES OF WORK:

Under direction, investigates reports of public, commercial, agricultural and industrial business establishments in violation of state labor laws; performs complex audits of timekeeping, payroll and other relevant records to determine compliance with federal and state guidelines.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Investigates business establishments reported to be in violation of state labor laws, such as minimum wage, overtime, child labor, six day week, industrial homework, street trades and farm labor contractor laws.
2. Audits timekeeping, payroll and tax records to determine compliance with state guidelines; establishes and reconstructs pay periods to computer hourly pay rates, overtime payments, straight salary rates and other dollar amounts.
3. Interviews employers and employees to obtain additional information and/or verify the validity of existing records; explains state labor laws and their application to employers.
4. Makes determinations on employer's compliance with state statutes.
5. Assembles, organizes and documents evidence of labor law violations for court prosecution; appears in court as a state witness as necessary.
6. Meets with educational institution officials to advise them of current child labor laws and their responsibility in the issuance of child labor work permits and age certificates.
7. Prepares and maintains detailed records and reports on all investigations; reviews all reports to ensure completeness and accuracy.

## COMPLIANCE OFFICER (Continued)

### DESIRABLE REQUIREMENTS:

8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

#### Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of two years of college with coursework in accounting, business mathematics or a related field.

Requires one year experience in bookkeeping, accounting or a related field.

#### Knowledges, Skills and Abilities

Requires extensive knowledge of basic accounting methods, procedures and techniques.

Requires extensive knowledge of federal and state labor laws, such as Child Labor, Industrial Home Work, Six Day Week and Minimum Wage Standards Act.

Requires working knowledge of effective investigative practices and procedures.

Requires working knowledge of common business bookkeeping practices.

Requires working knowledge of methods, procedures and techniques utilized in maintaining records and reports.

Requires ability to establish and maintain satisfactory working relationships with employees, employers and the general public.

Requires ability to maintain accurate records and reports.

Requires ability to explain state labor laws and their application to employees, employers and other interested parties.

Requires ability to investigate various types of records to determine employer's compliance with state labor laws.

Requires ability to make rapid and accurate arithmetic calculations.

Requires ability to document violations of state labor laws.

Candidates may be required to be proficient in sign language or to speak or write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.