

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

EQUAL PAY SPECIALIST

POSITION CODE: 13837
Effective: 2/01/2005

DISTINGUISHING FEATURES OF WORK:

Under general supervision, coordinates educational seminars; develops and presents educational workshops; prepares outreach and informational materials to increase awareness of provisions and protections of the Equal Pay Act; serves as the equal pay case coordinator responsible for all phases of processing equal pay complaints, including managing a caseload of equal pay complaints, evaluating information and determining what courses of action to take to complete the case; communicates with complainants and respondents both orally and in writing; answers questions from the public concerning the status of complaints filed with the Department; prepares cases for hearings or issuance of wage payment demands.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Coordinates the Equal Opportunity Workforce Division statewide educational seminars for employers, workers, advocacy groups and others affected by the Equal Pay Act regulations; conducts the presentations as needed.
2. Develops, schedules and presents educational workshops to improve understanding and compliance with the Act.
3. Prepares outreach and informational materials to increase awareness of the Equal Pay Act provisions and protections to organizations, constituencies and interest groups affected by and benefited by the Act.
4. Coordinates activities to assure consistency with rules and regulations.
5. Develops guidelines to enable employers to evaluate job categories and compare wages with the goal of eliminating unfair pay disparities.
6. Performs case intake functions and conducts field investigations of reported cases.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

EQUAL PAY SPECIALIST (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

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

Requires one year professional experience in managing caseloads.

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 Equal Pay Act of 1963 and the Equal Pay Act of 2003.

Requires working knowledge of effective investigative practices and procedures.

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

Requires ability to communicate effectively both orally and in writing.

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

Requires ability to analyze information and make recommended decisions.

Requires ability to make rapid and accurate arithmetic calculations.

Requires ability to document violations of state labor laws.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.