



COMPLIANCE INVESTIGATOR
NORTH DAKOTA DEPARTMENT OF LABOR

SCOPE OF WORK:

Work involves ensuring compliance with North Dakota labor laws and state and federal human rights laws.

DUTIES PERFORMED AT ALL LEVELS:

- Respond to inquiries from and provide general guidance to the public regarding labor standards and human rights laws via telephone, email, and in person.
- Conduct complaint intake interviews with prospective complainants.
- Conduct investigations and research related to complaints.
- Analyze evidence gathered during investigations and apply appropriate legal standards.
- Prepare written reports of findings and determinations from investigations; conduct settlement negotiations.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

COMPLIANCE INVESTIGATOR I
GRADE I

5037

LEVEL DEFINITION:

Work involves conducting investigations of cases involving a narrow scope or area under close supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business administration, social or behavioral science, criminal justice, legal, or other closely related field. Work experience demonstrating the analytical ability and communication skills necessary to conduct investigations, interpret

and analyze information, apply laws and regulations, and prepare written reports and correspondence may substitute for the education requirement on a year-for-year basis.

COMPLIANCE INVESTIGATOR II

5038

GRADE L

LEVEL DEFINITION:

Work is at a fully functioning level and involves conducting investigations of cases involving the full scope of labor standards and human rights laws under general guidance.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Conduct educational presentations on labor standards and human rights laws for the public; provide input into the development of educational and reference materials prepared for public distribution.
- Recommend and develop legislative and administrative rule changes.
- Mediate and/or conciliate complaints.
- Serves as an education/training resource for other investigators; assist in group review of determinations.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business administration, social or behavioral science, criminal justice, legal, or other closely related field, and two years of work experience demonstrating the analytical ability and communication skills necessary to conduct investigations, interpret and analyze information, apply laws and regulations, and prepare written reports and correspondence. A master's degree in one of the above fields may substitute for the work experience requirement. Additional work experience as described above may substitute for the education requirement on a year-for-year basis.

Eff. Date: 03/00 – Replaces classes 0451 and 0452

Rev: 12/03-Combine classes 5038 and 5039 to create one Compliance Investigator class eliminating the Senior Compliance level.

Rev: 06/07-Two level series developed per agency request.

Rev: 07/12 – Conversion to Hay System