

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Associate Investigator - Labor Law
Salary:	\$50,000 - \$65,000
Bureau/Division:	Bureau of Labor Law
Period:	December 7, 2018 - Until Filled

JOB DESCRIPTION

The Comptroller's Bureau of Labor Law enforces prevailing wage requirements under New York State Labor Law §§220 and 230, New York State Real Property Tax Law §421-a and New York City Administrative Code §6-109. The Bureau also performs wage investigations under New York City Administrative Code §6-130 and 6-134. These laws require private sector contractors performing construction or building service work for New York City government agencies and developers receiving financial assistance from the City of New York to pay no less than the prevailing wage to their employees for work covered by the statutes.

Labor Law Investigators conduct investigations of alleged violations of prevailing wage and living wage laws, which involves review of detailed financial records and may involve complex legal and financial issues. Responsibilities include, but are not limited to, the following:

- Evaluate complaints for allegations of wage underpayments and legal jurisdiction;
- Prepare for and testify at administrative hearings concerning alleged prevailing wage violations;
- Perform factual research in computer databases;
- Request and obtain relevant documents and records for use as evidence in prevailing wage investigations, and maintain case files;
- Perform site visits in a professional manner and obtain evidence relevant to prevailing wage investigation;
- Interview witnesses and obtain all information relevant to prevailing wage investigation;
- Respond to inquiries concerning status of investigations;
- Review payroll and other financial records and assess underpayment amounts;
- Prepare spreadsheets in Microsoft Excel comprising prevailing wage data and benefit underpayments with summary of underpayment, based upon evidence and instructions provided by auditors, other investigators and attorneys, as directed by management, in a timely manner; and,
- Perform other related duties or special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS from an accredited college and five (5) or more years of progressively responsible experience as an investigator performing fraud/financial investigations, research, compilation and/or location of evidence or information in order to build a case or uncover activities of an unlawful nature; **or**
 2. Education and/or experience equivalent to "1" above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Substantial demonstrated experience in researching, analyzing, and examining financial data and records to collect evidence to support fraud/financial investigations;
 - Construction industry experience preferred;
 - Excellent interpersonal, communication, and organizational skills (includes Microsoft Office Suite proficiency).
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TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: December 7, 2018	POST UNTIL: Until Filled	JVN: 015/019/047
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The NYC Comptroller's Office is an Equal Opportunity Employer