

CONSUMER AND WORKER PROTECTION**INSPECTION OCCUPATIONAL GROUP [146]****INSPECTOR (CONSUMER AND WORKER PROTECTION)****General Statement of Duties and Responsibilities**

This class of positions encompasses conducting or participating in the conduct of inspections, investigations, surveys, and analyses in relation to the licensing of businesses and occupations and the sale and offering for sale of all commodities and services at every level of distribution and trade. It also encompasses conducting or participating in regulatory investigations to identify and correct violations of municipal worker protection laws. There are two Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

Assignment Level I

Under supervision, conducts and participates in inspections, investigations, surveys, and analyses. Performs tasks such as the following:

Examples of Typical Tasks

Enforces the law and regulations related to weights and measures by checking containers for correct quality and weight.

Tests and seals, condemns or confiscates, weighing and measuring devices, as required.

Investigates and enforces laws and regulations within the Department's jurisdiction.

Conducts chemical and quantitative tests in the field to uncover instances of adulteration in products.

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INSPECTOR (CONSUMER AND WORKER PROTECTION) (continued)

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Assignment Level I (continued)

Examples of Typical Tasks (continued)

Inspects and investigates all categories of trades and occupations under the jurisdiction of the Department of Consumer and Worker Protection.

Issues civil violations and attends administrative hearings for infractions of statutes and regulations.

Prepares summonses and testifies at hearings or trials.

Serves as a departmental representative at departmental hearings involving infractions of law or regulations.

Conducts a variety of special inspection and investigation activities including: undercover surveillance, consumer and worker protection investigations, collecting and analyzing business records, interviewing witnesses, summary quantitative reports, and/or area surveys to uncover business violations.

Completes reports on complaints investigated, violations identified, and special problems encountered using tablets, computers, and/or written documents.

Assists attorneys in the preparation and conduct of trials.

Assists with public education efforts relating to workplace laws.

Records information about investigations and related responsibilities into databases.

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CONSUMER AND WORKER PROTECTION**INSPECTION OCCUPATIONAL GROUP [146]****INSPECTOR (CONSUMER AND WORKER PROTECTION)** (continued)**Assignment Level I** (continued)**Examples of Typical Tasks** (continued)

Operates motor vehicles in the performance of assigned duties.

Assignment Level II

Under general supervision, in addition to performing the duties described above in Assignment Level I, conducts inspections or investigations of more than usual complexity or difficulty to enforce laws relating to the licensing of businesses and occupations and the offering for sale and sale of all commodities and services at every level of distribution and trade; educates business on compliance with the laws and rules enforced by the Department; and/or trains and directs new Inspectors on the performance of Inspector Level I activities. Performs tasks such as the following:

Examples of Typical Tasks

Trains newly assigned Inspectors in the techniques of handling assignments, the preparation of reports, as well as other job duties.

Performs field investigations into the business operations and the accuracy and integrity of the information provided by applicants for licenses.

Leads inspections of special areas which require expertise in specific types of business operations and investigation into trade practices.

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INSPECTOR (CONSUMER AND WORKER PROTECTION) (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Participates in the preparation of complaints and in pre-hearing discussions for successful prosecutions.

Assists Associate Inspectors with quality assurance and other office tasks as needed.

Operates motor vehicles in the performance of assigned duties.

In the temporary absence of the supervisor, may perform the duties of that position.

Qualification Requirements

1. A four year high school diploma or its educational equivalent and four years of full-time, satisfactory experience conducting investigations or inspections for a consumer or worker protection agency; or
2. A baccalaureate degree from an accredited college; or
3. A satisfactory combination of education and/or experience which is equivalent to "1" above. College education may be substituted for the required experience on the basis of 30 semester credits for each year of required experience. However, all candidates must have a four-year high school diploma or its educational equivalent.

