

Job Posting: Labor Compliance Analyst (LCA) – Public Works (PW)

Department of Industrial Relations

JC-516679 -
Labor Compliance Analyst (LCA) – Public Works (PW)
ANALYST I

\$3,861.00 - \$6,276.00 per Month

New to State candidates will be hired into the minimum salary of the classification or minimum of alternate range when applicable.

Final Filing Date: 5/20/2026

Job Description and Duties

Are you excited to start a career with a dynamic State Agency? Do you have a talent for performing efficiently in a fast-paced environment? Do you enjoy flexibility and learning new things? Then look no further and apply NOW. The Labor Commissioner's Office is made up of exceptional individuals just like YOU, who contribute to our Agency's goals and success. We celebrate diversity and inclusion, and we are committed to providing guidance, encouragement, and support to our team members to enrich their work and our ability to combat wage theft and put earned wages into the pockets of California workers.

More about the Labor Commissioner's Office here: <https://www.dir.ca.gov/dlse/>

Under the supervision of and receiving general direction from a Deputy Labor Commissioner III, in the State Labor Commissioner's Office's (LCO) Public Works (PW) Program and the Labor Compliance Analyst will perform a broad range of analytical and evaluative tasks related to the effective administration of the PW program including its effective investigation and enforcement of the Industrial Welfare Commission (IWC) orders and laws covering minimum wage, overtime, workers' compensation insurance coverage, child labor, cash pay, unlicensed contractors, and other related enforcement responsibilities.

This posting may be used to fill future vacancies in accordance with 2 CCR §249.3

To be considered for this Labor Compliance Analyst (SSA) job opportunity, applicants must be either reachable on an employment list, have transfer eligibility or have reinstatement eligibility. To take the Staff Services Analyst exam and gain employment list eligibility, please click here to access the exam bulletin:

<https://calcareers.ca.gov/CalHrPublic/Exams/ExamBulletin.aspx?ExamControllId=4774>

***If you are using education to meet one of the patterns of the minimum qualifications, please upload a copy of your diploma, certificate of completion or transcripts with your

application package. See education requirements, here: <https://www.calhr.ca.gov/state-hr-professionals/pages/5157.aspx>

***Please ensure that your application is complete with specific AND detailed job descriptions and tasks performed, employment beginning and ending date information, and hours worked per week. Failure to provide this information will disqualify your application.

You will find additional information about the job in the [Duty Statement](#).

Working Conditions

This position is located at:
2031 Howe Ave. Suite 100. Sacramento, CA 95825.

Work Conditions: Duties are primarily performed in a climate-controlled office setting possibly in a high-rise building; cubicle or shared work space under artificial light, utilizing computer screens and other office equipment; may drive a state vehicle for field work, trainings and other related work. While in the field, exposure to dirt, odors, noise, fumes, uneven surfaces, stairs, high-rise buildings, extreme weather conditions, and fast moving equipment may occur.

*Possible Telework Opportunities ~ Successful candidates would be expected to report to the assigned office, in person, at least 2-3 times per week. Days may vary depending on operational needs.

****New to State candidates will be hired into the minimum salary of the classification or minimum of alternate range when applicable****

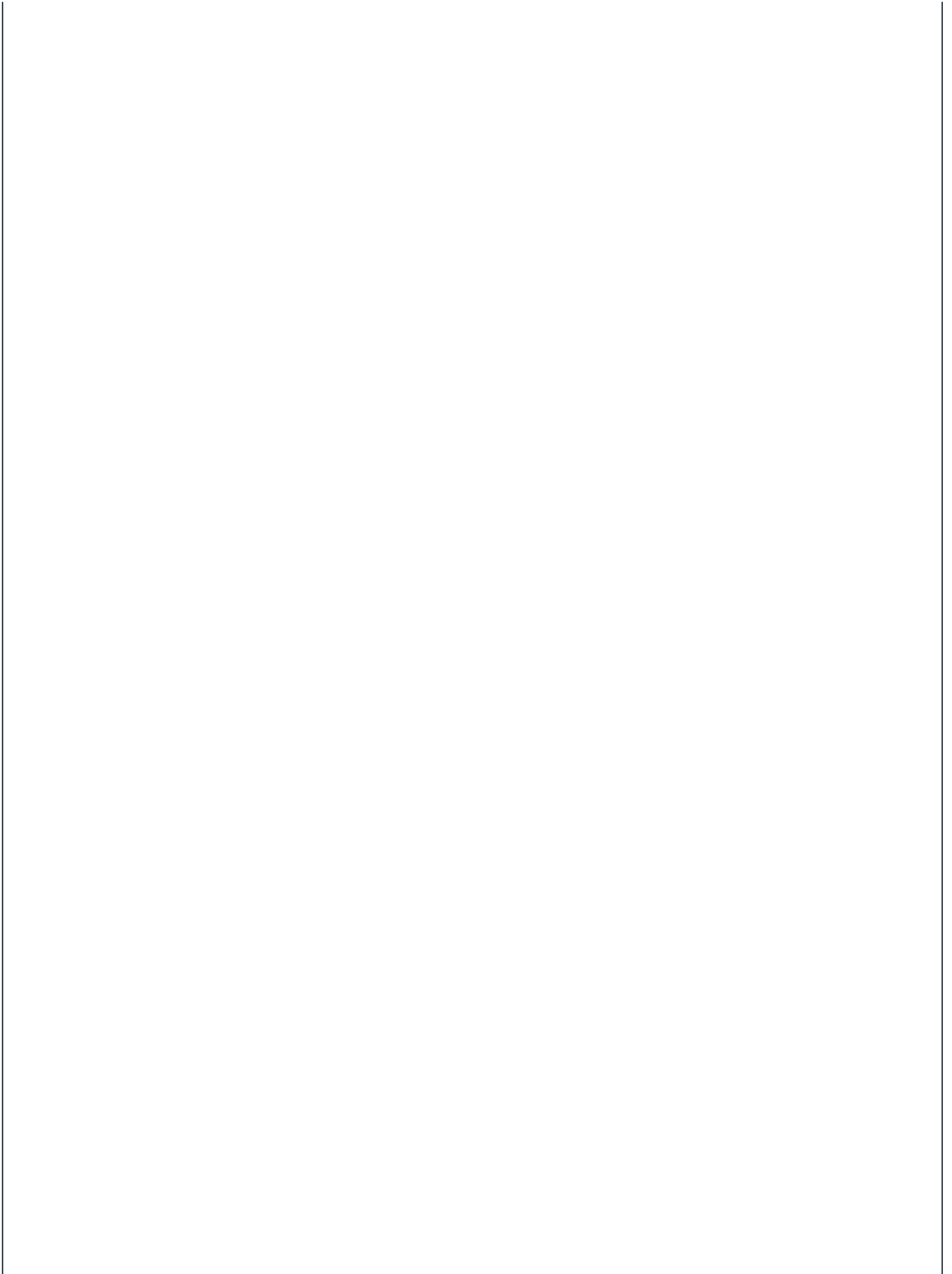
Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- [ANALYST I](#)

Additional Documents

- [Job Application Package Checklist](#)
- [Duty Statement](#)



Position Details

Job Code #: JC-516679
Position #(s): 400-563-5157-XXX
Working Title:
Labor Compliance Analyst (LCA) – Public Works (PW)

Classification:

ANALYST I

\$3,861.00 - \$4,839.00 A

\$4,181.00 - \$5,233.00 B

\$5,014.00 - \$6,276.00 C

New to State candidates will be hired into the minimum salary of the classification or minimum of alternate range when applicable.

of Positions: 1
Work Location: Sacramento County
Telework: Hybrid
Job Type: Permanent, Full Time

Department Information

The Department of Industrial Relations (DIR) was established in 1927. Its mission is to improve working conditions for California's wage earners and to advance opportunities for profitable employment in California. DIR administers and enforces laws governing wages, workplace safety and health, apprenticeship training programs, and medical care and other benefits for injured workers.

Electronic Submission of Applications preferred. Application Packages maybe submitted electronically through your CalCareer Account at <https://jobs.ca.gov/> Applications must be received electronically by 11:59 p.m. on or before the above final filing date.

Please only submit ONE application. Electronic applications submitted through your CalCareer Account are highly recommended and will be received/processed faster than other methods of filing.

If you are unable to apply electronically through your CalCareer account, please mail a completed and signed State Examination/Employment Application STD Form 678 and application package to the mailing address provided in the "Application Instructions" section below and ensure the following:

Clearly indicate the Job Code #, Position Number and the Title of this position in the "Examination or Job Title(s) For Which You Are Applying" section located on the first page of your State Examination/Employment Application STD Form 678.

- Clearly indicate the basis of your eligibility (cert, transfer, reinstatement, etc.) in the "Explanations" section located on the first page of your State Examination/Employment Application STD Form 678.
- Remove and do not submit the "Equal Employment Opportunity" questionnaire (page 5) with your completed State Examination/Employment Application

Examination Employment Application
STD Form 678. This page is for
examination use only.

- Do not include your full Social Security Number on your documents and/or do not provide any LEAP information.

Department Website: <https://www.dir.ca.gov/>



Special Requirements

****Some Travel Required.**

** If you are using education to meet one of the patterns of the minimum qualifications, please submit a copy of your degree or transcripts with your application package

SOQ – Responses to each statement of qualifications (SOQ), must be numerically in the same order outlined below using specific examples of your training and experience and indicate years of experience. Instructions to be double spaced, Arial 12-point font and no more than two (2) pages in length. **Applicants who do not follow these requirements or who do not submit an SOQ will be disqualified.** Cover letters and resumes do not take the place of the SOQ.

Question #1 - Based on your reading and understanding of the duty statement, please share with us how your knowledge, skills, abilities, and experience align with the advertised Labor Compliance Analyst position.

Question #2 –Describe your knowledge, skills and abilities, in collaborating with all levels of staff and management teams to reach a common goal.

Question #3 – Describe your knowledge, skills, abilities, and experience with using computer applications / software.

Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 5/20/2026

Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list or LEAP eligibility, are in the process of obtaining list eligibility, or have SROA and/or Surplus eligibility (please attach your letter, if available). SROA and Surplus candidates are given priority; therefore, individuals with other eligibility may be considered in the event no SROA or Surplus candidates apply.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.CalCareers.ca.gov. When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Department of Industrial Relations
Cert Mailing Address Sacramento
Attn: Human Resources/Certs Unit
1416 9th Street, 13th Floor
Sacramento, CA 95814

Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Department of Industrial Relations
Cert Drop Off Address Sacramento
Human Resources/Certs Unit
1416 9th Street, 13th Floor
Sacramento, CA 95814
08:00 AM - 04:00 PM

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.CalCareers.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is optional. It may be included, but is not required.
- Statement of Qualifications -

Please see Special requirements section of the posting for instructions on the Statement of Qualifications.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Proficiency in Excel and other Microsoft applications.
- Proficiency in Salesforce and/or other Customer Relationship Management (CRM) applications
- Excellent mathematical skills.
- Analytical skills and attention to detail.
- Effective time management and organizational skills.
- Strong interpersonal skills.
- Professional demeanor and attire
- Manage documents and information with confidentiality and discretion.

KNOWLEDGE

Knowledge of general accounting and auditing principles and procedures.

Knowledge of business law.

Knowledge of labor and employment conditions and trends in California.

Knowledge of occupations and their requirements and employment procedures.

SKILLS

Mathematical and auditing skills.

Written and oral communication skills.

Critical thinking, analytical, problem solving, and decision making skills.

Organizational, time management, and audit management skills.

Strong interpersonal skills.

ABILITIES

Ability to apply general accounting and auditing principles and procedures.

Ability to read and write effectively

Ability to meet with and obtain the cooperation of individuals, or representatives of organizations, subject to regulation.

Ability to maintain professionalism in the initiation and completion of an audit and the disclosure of findings critical in nature or indicating additional liability.

Ability to analyze data and draw sound conclusions.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to prepare clear, complete, and concise reports.

Ability to speak and write effectively.

Benefits

Benefit information can be found on the [CalHR](#) website and the [CalPERS](#) website.

*Health benefits with medical, dental, and vision options * Sick leave, vacation leave, or annual leave options * Paid State holidays * Retirement plan through CalPERS. Other retirement options include 401(k) and/or 457(b) participation through State of California Savings Plus program * Public transportation subsidy and pre-tax parking program options * Representation in the State of California

Contact Information

The Human Resources Contact is available to answer questions regarding the position or application process.

Department Website: <https://www.dir.ca.gov/>

Human Resources Contact:

Certification Unit
(800) 564-0771
cert@dir.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:

Diversity and Inclusion Office
(916) 559-6999
DIO@dir.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

Additional Information

Preference will be given to persons with State Restriction of Appointments (SROA) or Surplus status. Applicants must attach a copy of their most recently dated letter that specifies their designation as either SROA or surplus candidate as proof.

Qualified candidates must have eligibility in State employment, be in a reachable rank on an employment list for this classification, be currently in this classification, or have transfer eligibility to this classification

If you do not hear from us in 4-6 weeks, you may assume the position has been filled by another applicant. Please note that all additional vacancies that become available may be added to this advertisement.

Please note that the Exam and Certification Online System (ECOS) does not allow you to resubmit your application once you withdraw it. If you have any updates to your online application, please contact the Personnel, Recruitment, & Hiring Unit at (800) 564-0771.

Please let us know how you heard about our position by taking this brief survey: [DIR Applicant Survey](#)

DIR Mission and Core Values

Our mission is to protect and improve the welfare and working conditions for California's wage earners and to advance opportunities for profitable employment in California. DIR is also committed to ensuring that all employers comply with labor laws in California to support a fair and thriving business environment.

Integrity - We fulfill the promise of our mission through fair, honest and ethical behavior.

Service - We are committed to responsibly serving the public and value their trust.

Respect - We treat others with dignity, courtesy and consideration.

Quality - We take pride in providing the public with accurate and timely services.

Transparency - We conduct ourselves with openness and accountability in all aspects of our work.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.