

Working for the Indiana Department of Labor



—*A rewarding
experience.*



A Rewarding Experience

Becoming an employee of the Indiana Department of Labor (IDOL) is a rewarding experience. The IDOL is committed to serving Hoosiers and helping those who dedicate their career to serving the State of Indiana.

Our goal is to ensure that Hoosier workers have the resources they need to ensure safe, healthy workplaces and legal wages.

IDOL employees work throughout the state and experience the satisfaction of helping all Hoosier workers. All of this, plus attractive benefits add up to a great workplace.

“Advancing the safety, health and prosperity of Hoosiers in the workplace.”

WHAT DOES THE INDIANA DEPARTMENT OF LABOR (IDOL) DO?

Made up of five key divisions, the Indiana Department of Labor works to serve all 6.6 million Hoosiers.

Consisting of both Construction and Industrial Compliance, the **Indiana Occupational Safety and Health Administration (IOSHA)** is dedicated to ensuring Hoosier workplace safety and health. Through safety and health inspections, IOSHA inspectors identify and ensure correction of workplace safety and health hazards.

Working with Hoosier employers, employees, professional groups and associations, **INSafe** provides occupational safety and health services that include on-site consultation, group training, educational materials and publications and technical assistance. Services and assistance are provided at no charge to the employer.

Headquartered in Vincennes, Indiana the **Indiana Bureau of Mines** inspects all Indiana's underground coal mining operations as well as certifies specific mining occupations. At present there are six underground coal mines in Indiana.

Indiana's **Bureau of Child Labor** inspects Hoosier businesses for compliance with the Indiana teen labor laws. The Bureau is also responsible for providing training and educational opportunities as well as resources to parents, teens, school administrators and Hoosier employers on Indiana

teen labor laws.

The **Wage and Hour Division** provides guidance and support to both Hoosier employers and workers concerning several Indiana laws that govern how workers are paid, including minimum wage, overtime, payment of wages, wage deductions and Common Construction Wage.

Surveying Hoosier employers to assist in the identification of occupational safety and health injury and illness trends, the **Quality Metrics and Statistics Division** provides data for internal and external inquiries.

WHO WORKS FOR THE IDOL?

IDOL employees display a wide array of skill sets and backgrounds. From Certified Safety Specialists and Certified Industrial Hygienists to Child Labor Inspectors and Wage Auditors, the IDOL needs a diverse group of hardworking people to serve working Hoosiers. Advancing the safety, health and prosperity of Hoosiers in the workplace is at the center of what we do, so essential employee attributes include a helpful, positive attitude and work ethic.

WHY SHOULD YOU JOIN THE IDOL TEAM?

The IDOL is a rewarding and fulfilling place to work because of the opportunities to assist fellow Hoosiers. The IDOL seeks individuals with diverse backgrounds to further our mission. To learn additional information about the IDOL, visit our website at <http://www.in.gov/dol>.

EMPLOYMENT BENEFITS

Health, Dental, Vision and **Life** insurance plans are made available to all full-time State employees. Coverage does not exclude pre-existing conditions.

PAID LEAVE

Vacation—Up to 90 hours earned per year. Bonus vacation leave after 5, 10 and 20 years of service.

Sick—Up to 67.5 hours earned per year.

Personal—Up to 22.5 hours earned per year.

Holidays—Twelve to fourteen paid holidays per year.

Other Paid Leave—Funeral Leave, Jury Duty Leave, Military Leave, and Community Service Leave.

TRAINING

The IDOL makes every effort to provide the necessary training resources for the professional development of its employees. Specialized seminars and certification courses are provided at no cost to the employee.

RETIREMENT BENEFITS

Public Employees' Retirement Fund. The State of Indiana pays 3% of each employee's gross wages into an Annuity Savings Account. Employees may elect to make post-tax contributions in addition to the 3% funded by the State of Indiana. Employees who remain employed for at least 10

years will receive a monthly pension benefit from State of Indiana upon retirement.

Hoosier S.T.A.R.T. Like the private sector counterpart, the 401(K) plan, the State's approved 457 and 401(a) plans offer a voluntary way for State employees to save for their retirement. Hoosier S.T.A.R.T. plans are voluntary and employee contributions are tax deferred. Upon an employee's participation in Hoosier S.T.A.R.T., the State of Indiana also makes a bi-weekly contribution into the employee's account.

EMPLOYEE DISCOUNTS

From personal computers, to mobile phone service providers and Hoosier entertainment, the State of Indiana works with many vendors to approve discount products and services for State employees.

THE IDOL NEEDS PEOPLE WITH EXPERIENCE IN:

Administrative/Clerical Assistance
Auditing
Child Labor
Construction Safety & Industrial Safety/Hygiene
Customer Service
Safety Training

To apply for a job with the IDOL, please visit <http://www.in.gov/jobs>.