

# #39197 - 13-1040 COMPLIANCE OFFICERS-3 - External

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## INVESTIGATOR(Job Id 39197)

**Location:** US:NH:CONCORD

**Occupation Category:** 13-0000 Business and Financial Operations Occupations

**Employment Type:**

**Post Date:** 04/11/2024

**Close Date:** 05/31/2024

**Salary:** 22.060-29.430 USD

## Description

State of New Hampshire Job Posting

Office of Professional Licensure and Certification

Division of Enforcement

7 Eagle Square, Concord NH 03301

[www.oplc.nh.gov](http://www.oplc.nh.gov)

INVESTIGATOR

Position # 18093

The starting pay range for this position is \$22.06 - \$29.43 per hour.

The State of New Hampshire, Office of Professional Licensure and Certification, Division of Enforcement has a full-time vacancy for an Investigator.

### Summary:

Investigates and interprets for the Office of Professional Licensure and Certification the regulated activities of licensed professionals to ensure compliance with state laws and administration rules and regulations.

### YOUR EXPERIENCE COUNTS

Under a recent change to the rules, an applicant's relevant experience now counts towards formal education degrees referenced below!

18 Months of additional relevant experience = Associate's degree

36 Months of additional relevant experience = Bachelor's degree

54 Months of additional relevant experience = Master's degree

### MINIMUM QUALIFICATIONS:

**Education:** Bachelor's degree from a recognized college or university with major study in one of the social sciences, business administration, public administration, accounting, real estate, finance or related field. Each additional year of approved formal

education may be substituted for one year of required work experience.

**Experience:** Two years' experience in investigative, professional auditing or fact-finding work involved with claims examinations or consumer finance. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Valid New Hampshire driver's license or access to vehicle for statewide travel.

**RECOMMENDED WORK TRAITS:**

Extensive knowledge of modern approved methods, practices and procedures of investigative knowledge of court practices and procedures. Extensive knowledge of modern accounting principles, practices and procedures. Ability to analyze widely divergent elements of information and arrive at logical conclusions. Ability to conduct audits of various documents, records, and activity reports. Ability to utilize tact and skill in dealing with the public. Ability to conduct interviews and to compile and present reports of findings in testimony in a clear, concise manner. Ability to establish and maintain effective working relationships with federal, state and local governmental officials, industrial officials and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**Responsibilities:**

Evaluates initial complaints received from a variety of sources, in regards to the possible violation of professional occupational laws, and administrative rules and regulations, and determines whether or not the Boards, Councils, or Commissions have proper jurisdiction.

Answer inquiries regarding the requirements of agency statutes and rules and regulations for purposes of clarification, as directed by the Administrator for Investigations.

Conducts thorough investigations of formal complaints filed with the agency including interviews of complainants, respondents and witnesses. Conducts site visits to offices and/or subject property as directed by the Administrator of Investigations.

Conducts random audits and inspections, when directed by the Administrator of Investigations.

Conducts on-site visits to examine various records and books kept by licensees in order to determine if they are in compliance with laws and rules and regulations.

Prepares detailed reports of findings and recommendations to the Administrator for Investigations, upon completion of any investigation or on-site visit.

Prepares complete investigative reports and evidentiary material for Boards, Councils, and Commissions to evaluate in order to determine further action.

Attends hearings conducted by Boards, Councils, and Commissions as determined by the Administrator of Investigations and presents testimony and evidentiary material on matters being heard.

Presents cases before the Boards, Councils, and Commissions and presents testimony and evidentiary material on matters being heard.

**For further information please contact Michael Porter, Investigations Bureau Chief**

**Email: [michael.w.porter@oplcnh.gov](mailto:michael.w.porter@oplcnh.gov) Telephone: 603-271-0140**

**To learn more about OPLC, please visit our website at [www.oplc.nh.gov](http://www.oplc.nh.gov)**

## **TOTAL COMPENSATION INFORMATION**

The State of NH total compensation package features an outstanding set of employee benefits, including:

### **HMO or POS Medical and Prescription Drug Benefits:**

The actual value of State-paid health benefits is based on the employee's union status, and employee per pay period health benefit contributions will vary depending on the type of plan selected.

**See this link for details on State-paid health benefits:**

<https://www.das.nh.gov/hr/benefits.aspx>

Value of State's share of Employee's Retirement: 13.85% of pay

### **Other Benefits:**

- \* Dental Plan at minimal cost for employees and their families (\$500-\$1800 value)
- \* Flexible Spending healthcare and childcare reimbursement accounts
- \* State defined benefit retirement plan and Deferred Compensation 457(b) plan
- \* Work/life balance flexible schedules, paid holidays and generous leave plan
- \* \$50,000 state-paid life insurance plus additional low-cost group life insurance
- \* Incentive-based Wellness Program (ability to earn up to \$500)

### **Total Compensation Statement Worksheet:**

<https://www.das.nh.gov/jobsearch/compensation-calculator.aspx>

**Want the specifics? Explore the Benefits of State Employment on our website:**

<https://www.das.nh.gov/hr/documents/BenefitBrochure.pdf>

<https://www.das.nh.gov/hr/index.aspx>

EOE

**TDD Access: Relay NH 1-800-735-2964**