

# #38274 - 13-1190 MISC BUS OPS SPECS-4 - External

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## BOARD ADMINISTRATOR II(Job Id 38274)

**Location:** US:NH:CONCORD

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

**Employment Type:**

**Post Date:** 03/01/2024

**Close Date:** 04/19/2024

**Salary:** 24,900-33,470 USD

## Description

State of New Hampshire Job Posting

Office of Professional Licensure and Certification

Division of Licensing and Board Administration

7 Eagle Square, Concord NH 03301

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

BOARD ADMINISTRATOR II

Position # 41539

The starting pay range for this position is \$24.90 - \$33.47 per hour.

The State of New Hampshire, Office of Professional Licensure and Certification, Division of Licensing and Board Administration has a full-time vacancy for a Board Administrator II.

### Summary:

To administer boards classified as moderate (B) and low (A) complexity based on consideration of license volume, diversity, complaints, board actions, board administration load, regulatory impact, stakeholder involvement, continuing education requirements, and size of the board. To ensure all boards operate within compliance of RSA 91-A and that each Board, Council, Commission, and Committee (BCCC) acts within applicable rules, statutes, and federal requirements. To recommend short- and long-term process and procedural improvements.

### 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. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years of experience in business, public administration, or a related field, plus two years of supervisory experience in any occupational area. If related to the program area, the supervisory experience will count as part of the three years of total experience. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Must possess a valid driver's license and/or have access to transportation for statewide travel.

**Responsibilities:**

Oversees the administrative and support procedures for assigned BCCC and OPLC Supervisors in order to ensure that policies, procedures, rules, statutes, and regulatory requirements are met to include procedural assistance with hearings and decisions, investigations, presentations/proceedings, preparations of actions and orders, and exam administration. Applies independent knowledge of moderate to complex scope and standards; serves in an advisory role of such.

Provides detailed administrative duties including, but not limited to, exam administration, facilitation of BCCC decisions regarding licensing, and maintaining/archiving current and historical records. Writes correspondence, coordinates material dissemination for board business, administrative and legislative efforts, and coordinates meetings on behalf of the BCCC and OPLC Supervisors. Develops agendas and supporting documents, disseminates materials, and takes minutes at BCCC meetings, and provides administrative guidance and support to the BCCC's as necessary.

Ensures that Board records, correspondence, minutes, and activities are maintained within the rules and protocols of RSA 91-A. Researches, prioritizes, and addresses issues and concerns for assigned Boards and provides support and guidance to various Board Supervisors and members; escalates matters of more complex scope or with more considerable legislative impact to OPLC Administration or Board Administrator III. Participates in process improvement meetings and recommends short-and long-term changes to processes.

Reviews information for actions, communicates policy information/updates, legislative changes, and outcomes that are relevant to respective boards. Provides input and proposes changes to rules and legislative efforts based on the oversight of boards of moderate and low complexity, research, and information from members and supervisors.

Assesses and tracks risk management issues and utilizes knowledge of all OPLC and BCCC policies, procedures, rules, and statutes to ensure that statutory and regulatory requirements are met. Completes professional surveys and questionnaires concerning the professional practices and licensing under assigned BCCC.

Interfaces with the public, licensees, and stakeholders through phone, email, and face-to-face meetings to provide information and address issues related to BCCC business. Works with staff members, supervisors, and BCCC to obtain input and implement changes for efficient office and administrative support.

**For further information please contact Bethany Cottrell, Division Director**

**Email: [bethany.a.cottrell@oplc.nh.gov](mailto:bethany.a.cottrell@oplc.nh.gov) Telephone: 603-271-2532**

**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