

#38202 - 13-1190 MISC BUS OPS SPECS-4 - External

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BOARD ADMINISTRATOR III(Job Id 38202)

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

BOARD ADMINISTRATOR III

Position # 11348

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 Board Administrator III.

Summary:

To administer boards classified as low, moderate and high 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 develop and evaluate short- and long-term goals for planning and directing board functions to accomplish objectives of the Office of Professional Licensure and Certification (OPLC). To ensure all boards operate in compliance with RSA 91-A. To supervise subordinate employees and advise Class A & B Board Administrators in the implementation of board administration objectives, regulations, policies, and procedures.

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: Four years of experience in business, public administration, or a related field, plus three years of supervisory experience in any occupational area. If related to the program area, the supervisory experience will count as part of the four 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.

YOUR EXPERIENCE COUNTS

Under a recent change to the rules, an applicant's relevant experience now counts towards formal education degrees referenced in the posting! *See Per 405.1.*

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

Responsibilities:

Provides administrative support and oversight for all assigned BCCC and OPLC Supervisors, including exam administration, issuing licenses, and maintaining current and historical records. Oversees the administrative and support procedures for assigned BCCC and OPLC Supervisors to develop and expand standard practices that meet the policies, procedures, rules, statutes, and regulatory requirements.

Supervises professional staff, including monitoring workload, determining training needs, disciplining employees, recommending hiring and terminating, and conducting performance evaluations. Evaluates resources and makes recommendations to the Division Administrator and Division Director related to capacity, resources, and staffing needs.

Provides stakeholder engagement to obtain input, advises Board Administrators I & II regarding escalated issues or input on rules, regulations, protocols, and procedures, and supports OPLC Administration and Board Supervisors concerning administrative functions, questions, and information for compliance, policies, and regulations.

Advises and assists board members, legislators, and agency personnel in the development or revision of laws and administrative rules; makes recommendations; and assesses and communicates the impact of proposed changes on OPLC operations, staff, and supervisors. Interprets the statutory and regulatory authority affecting licensure and disciplinary procedures for licensees, legislators, board members, other professionals, and the general public.

Achieves, maintains, and proficiently applies program and technical knowledge to effectively oversee program operations, monitor work performance, and provide program/technical training, including ensuring the accurate interpretation and application by staff of laws, rules, and regulations specific to individual boards.

Oversees proper maintenance and confidentiality of all required records and documents to conform to state and federal regulations and to provide adequate public access, ensuring that all information disseminated to the public is accurate and delivered timely.

Researches and reviews complex complaints received against licensees. Evaluates findings and draws conclusions to determine appropriate disposition, to include referring the case to the investigative process. Tracks and monitors open investigations to achieve desired timeframes. Maintains current and historical information on allegations against licensees.

Manages and evaluates the disciplinary processes for assigned boards. Promptly creates and disseminates disciplinary hearing dockets to notify all vital agencies and parties that disciplinary action has been taken. Applies technical knowledge and interpretation of laws and regulations to draft formal orders to document the decisions of hearings.

Analyzes, plans, implements and evaluates short and long-range goals, objectives and strategies for a wide range of legislatively mandated activities and functions affecting licensure and regulation of professions under the OPLC.

Supervises or performs BCCC administration duties related to meetings, to include preparing agendas and taking minutes, and implementing board decisions and actions, including actions regarding licensing. Functions as a consultant to board members, providing guidance and technical assistance concerning legal, policy and regulatory matters.

For further information please contact Bethany Cottrell, Division Director

Email: bethany.a.cottrell@oplcnh.gov Telephone: 603-271-2532

To learn more about OPLC, please visit our website at 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:

Employee Benefits | NH Dept. of Administrative Services

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:

Total Compensation Calculator | Human Resources | NH Dept. of Administrative Services

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

Human Resources | NH Dept. of Administrative Services

Benefits Summary (nh.gov)

EOE

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