

#38449 - 11-9190 MISC MGRS-6 - External

View Posting

BUREAU CHIEF OF BOARD ADMINISTRATION(Job Id 38449)

Location: US:NH:CONCORD

Occupation 11-0000
Category: Management
Occupations

Employment Type:

Post Date: 03/21/2024

Close Date: 04/30/2024

Salary: 36.490-50.070
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

BUREAU CHIEF OF BOARD ADMINISTRATION

Position # 13063

The starting pay range for this position is \$36.49 - \$50.07 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 Bureau Chief of Board Administration.

Summary:

Administer the objectives of the Office of Professional Licensure and Certification (OPLC), and the boards within OPLC, as they relate to federal and state laws and rules by providing planning, direction, communication, supervision and assessment relative to licensing in the State of NH. Oversee and supervises the administration of boards, licensing, examination, compliance and complaint processes and related activities. Work under the administrative direction of the Division Director.

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: Master's degree from a recognized college or university with a major study in public administration, public health administration, business administration, or a related field.

Experience: Seven years' experience in the practice of law, public administration, or business administration, four years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation or related management experience.

OR

Education: Bachelor's degree from a recognized college or university with major study in public administration, public health administration, business administration, or a related field.

Experience: Eight years' experience in the practice of law, public administration, or business administration, four years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation or related management experience.

License/Certification: Must be eligible for a New Hampshire Driver's license and/or have access to transportation for use in statewide travel.

RECOMMENDED WORK TRAITS: Ability to supervise, make decisions and assist in budget preparation and monitoring. Ability to communicate effectively, orally and in writing, as well as speak and represent the Board and OPLC before internal/external groups, legislative committees and professional associations. Ability to collect, analyze and disseminate large volumes of data, rules and statutes. Maintaining an appearance appropriate to assigned duties and responsibilities is required.

Responsibilities:

Communicate on a technical level in a timely manner with Licensees, Registrants, Permit Holders, other health care professionals, state and federal agencies and Board Members in-person, via email, phone or written notice answering inquiries directed to the Board as they relate to legal matters involving the regulation of licensees in the state.

Oversee, evaluate and direct the activities and administration for the licensing boards within OPLC, assuring operational excellence and strong customer service in each area. Oversee administration of exams, program approval and Board committees. Assist the Division Director with budget preparation, risk management, data storage and implementation of new technology in relation to agency processes.

Create hearing notices, Board Orders and other legal documents abstracting and applying precise state and federal regulations necessary to maintain the normal and routine communications relative to agency operations.

Monitor and analyze proposed legislation and assist the agency when creating new proposals for legislation or addressing areas of concern to enhance the public safety with regard to occupational licensing. Work in conjunction with the Division Director and Boards to attend and provide testimony regarding legislative matters.

Prepare and disseminate materials necessary for Board Meetings and attend all sessions, taking minutes for Board review/approval.

Assist and coordinate the rulemaking process with the Division Director, OPLC Attorney responsible for rulemaking and the Boards by overseeing and coordinating the working groups and public hearings. Represent the Boards and OPLC at national professional association meetings.

Coordinate with the Division Director, Board Counsel and the APU at the Attorney General's Office in executing Board business and orders. Serve as a liaison as necessary to boards, professional associations, DEA and other professional and public entities.

Conduct research and complete professional surveys, questionnaires and requests from other states and federal agencies concerning board practices. Coordinate and respond to Right to Know (91-A) requests regarding board licensing.

Assist the Boards and Division Director with presentations to professional licensing and regulatory agencies, legislative committees, professional associations and the general public as necessary to educate on licensing, safety of the public and other Board objectives.

Coordinate the complaint process, including determining the threat to the public, informing the Boards and taking emergency action as necessary to protect the public.

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:

<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