

# #33023 - ATTORNEY II - External

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## AGENCY COUNSEL(Job Id 33023)

**Location:** US:NH:CONCORD

**Category:** PROFESSIONAL &  
MANAGERIAL

**Employment Type:**

**Post Date:** 08/11/2023

**Close Date:** 09/29/2023

**Salary:** 65,266.500-  
77,649.000 USD

## Description

State of New Hampshire Job Posting

Office of Professional Licensure and Certification

Division of Administration

7 Eagle Square, Concord NH 03301

**AGENCY COUNSEL**

**Attorney II**

**Labor Grade 28**

**Position # 44931**

The State of New Hampshire, Office of Professional Licensure and Certification, Division of Administration has a full-time vacancy for an Attorney II / Agency Counsel.

### Summary:

To provide legal support to The Office of Professional Licensure and Certification (OPLC) and assigned Boards, Councils, and Commissions of low to moderate complexity by conducting legal research, drafting proposed legislation, overseeing rulemaking activities and analyzing and interpreting relevant statutes 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:** Juris Doctorate from an American Bar Association recognized law school.

**Experience:** Four years' experience in the active practice of law.

**License/Certification:** Valid driver's license and/or access to transportation for statewide travel.

**SPECIAL QUALIFICATIONS:** Must be an active member of the New Hampshire Bar Association and in Good Standing.

**Responsibilities:**

Renders official opinions on state statutes and administrative rules and regulations, advises agency and assigned boards, councils, and commissions as to how to conform activities to the law.

Conducts legal research; drafts, coordinates and monitors agency-requested legislation. Monitors proposed legislation with potential for agency or board, council, and commission impact and recommends appropriate course of legal action.

Evaluates administrative rules, regulations and procedures of the agency and assigned boards, councils, and commissions to keep them up-to-date, including monitoring how changes to state and federal law affect existing administrative rules, statutes and procedures. Advises and educates staff and board members on rulemaking drafting, best practices and procedural changes.

Fields inquiries and general questions from legislators, staff and the public to provide guidance and direction on OPLC activities. Assists in responding to Right-to-Know requests. Trains staff and board, council, and commission members regarding legal requirements. Plans legal seminars for agency and assigned boards, councils, and commissions regarding changes in the law.

Supervises and assists with rulemaking activities with agency programs and assigned boards, councils, and commissions. Reviews and edits proposed administrative rules for accuracy, uniformity and adherence to the Administrative Procedures Act, the Rulemaking Manual issued by the Office of Legislative Services (OLS), authorizing statutes and Board, Commission and Council objectives. Reviews and drafts legislation and counsels agencies regarding impact of legislative changes.

Monitors agency rulemaking activities to resolve rulemaking problems covering all facets of agency regulatory responsibilities. Files, tracks and monitors progress of administrative rule proposals through the legislative rulemaking process.

Coordinates rulemaking activities with staff of the Joint Legislative Committee on Administrative Rules. Testifies on rulemaking issues in legislative hearings and before the Joint Legislative Committee on Administrative Rules.

**Disclaimer Statement:** The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**For further information please contact Rahkiya Medley, Agency Counsel**

**Email:** [Rahkiya.E.Medley@opl.nh.gov](mailto:Rahkiya.E.Medley@opl.nh.gov)**Telephone Number:** 603-271-8397

**\*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**