

Texas Board of Professional Geoscientists

JOB POSTING

PLEASE APPLY AT: www.workintexas.com

Posting/Job Order# 13871637

Position Title: Compliance Coordinator

FLSA Status: Exempt

Salary: \$3,750 - \$4,583.33

GENERAL DESCRIPTION

Selected by the Executive Director, the Compliance Coordinator performs complex investigative compliance and review work to ensure those practicing in Texas follow the rules and statutes governing the regulation of professional geoscience. The Coordinator will also focus on educational, outreach and partnership activities to promote P.G. licensure, compliance, and to enhance our overall licensing program. The position requires strong presentation, planning, analytical, decision-making, and customer service skills. The ideal candidate must be detail oriented in reviewing, analyzing and interpreting policies, procedures and rules related to licensure, examination, renewal, and professional work that fall under the scope of Texas P.G. licensure. The position will be responsible for working closely with agency leadership to establish compliance goals and objectives; enhancing compliance/enforcement guidelines, procedures, policies, rules and regulations; and, developing schedules, priorities and standards. Works under the supervision of the Executive Director but may be given assignments and receive verbal and written performance feedback from other designated staff. The Coordinator will be responsible for coordinating with the agency's oversight board and presenting technical and administrative information related to agency recommendations, actions and activities during public board meetings.

MINIMUM QUALIFICATIONS

Education and Experience

Graduated from an accredited four-year college or university with major course work in Geology, geoscience, or related program is strongly preferred.

Minimum of 3 years of geoscience related work with education requirement.

Experience in professional or occupational regulation is preferred.

Licensure as a Professional Geoscientist in the state of Texas is required or must currently possess the qualifications (education/experience) to obtain licensure as a Professional Geoscientist in Texas within 2 years.

Knowledge, Skills, and Abilities

Knowledge of investigative principles, techniques, and procedures.

Knowledge of general office practices, including administrative procedures and processes to include using standard office equipment, computers, printers and scanners.

Skill in the use of Microsoft Word, Excel, Outlook, Access, and other related software.

Skill in mediation and negotiation techniques.

Skill in public speaking including delivering presentations, trainings, and providing legislative testimony.

Ability and adaptability to perform other duties as assigned.

Ability to interpret and explain rules, regulations, policies and procedures governing regulatory programs and conduct compliance reviews and investigations.

Ability to work with and provide quality customer service to the public and to members of local, state, and federal agencies.

Ability to conduct interviews and gather facts; to conduct desk or field investigations; to evaluate findings and prepare reports; to testify in hearings or court proceedings; to communicate effectively including the ability to simplify complex subject matter/issues.

Registration, Certification, or Licensure

Licensure as a Professional Geoscientist in the State of Texas, or

Certified as a GIT in the State of Texas (or have the ability to obtain PG licensure within 2 years of employment).