

Texas Board of Professional Geoscientists

JOB POSTING

License Compliance and Enforcement Coordinator

\$50,000.00 - \$60,000.00 Annually

Posting No: 22-010
Opening Date: 01/18/22
Closing Date: Until Filled

GENERAL DESCRIPTION

The Compliance Coordinator position requires a current Texas Professional Geoscientist license (P.G.). The Coordinator will perform routine to complex administrative and investigative work to ensure the rules and statutes governing the regulation of professional geoscience in Texas are being followed in accordance with the Texas Geoscience Practice Act. The Coordinator will also be responsible for 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 have a strong understanding of the practice of Geoscience and the Texas Geoscience Practice Act and be detail oriented to review, analyze and interpret policies, procedures and rules related to licensure, examination, renewal, and professional work that falls 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; to enhance compliance/enforcement guidelines, procedures, policies, rules and regulations; and, to develop schedules, priorities and standards. The Coordinator works as a partner with the Executive Director and Agency team members to exceed performance measures, improve workflow, enhance teamwork, and ensure overall organizational success. The Coordinator will work closely with the agency's oversight board and present technical and administrative information related to agency actions, rules/statutes, enforcement activity, recommendations, and investigations during public meetings, enforcement conferences, administrative and legislative hearings. Travel may be required for case investigation and outreach activities.

MINIMUM QUALIFICATIONS

Education and Experience

Graduated from an accredited college or university with major course work in Geology, Geoscience, or related discipline.

Minimum of 5 years geoscience related work.

Experience in professional or occupational regulation is preferred.

Licensed as a Professional Geoscientist in Texas is required.

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

Licensed as a Professional Geoscientist in the State of Texas. License must be in good standing.

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HOW TO APPLY:

Provide a State of Texas Application directly via Email to: rtruan@tbpge.texas.gov

Application and related links below:

Agency Posting # 22-010

- [The State of Texas Application for Employment](#)
- [Employment History Continuation Sheet for The State of Texas Application for Employment](#)
- [Instructions for Completing the State of Texas Application for Employment](#)