



Oregon

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State Board of Examiners for
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Close: Open Until Filled
Location: Salem

Compliance Specialist 2

\$3,286 - \$5,098 MONTHLY

The Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) is recruiting to fill one Compliance Specialist 2 position. The purpose of this position is to receive, analyze, and respond to communications related to the practices of engineering, land surveying, photogrammetric mapping, and water rights, to assist the Board in its enforcement efforts by analyzing suspected non-compliant situations; by examining, evaluating, and investigating conformity with the laws and rules governing the practices of engineering, land surveying, and photogrammetric mapping (incompetence, gross negligence, negligence, violations of the rules of professional conduct, and violations of the standards of practice); to provide case review on all complaints received by the Board as appropriate; to perform investigations addressing all issues of each case; to prepare correspondence including disciplinary notices, orders, etc.; and to present case information at regularly scheduled Committee and Board meetings along with an analysis and recommendation for action and to assure that each matter is processed to a satisfactory conclusion. The Compliance Specialist 2 also refers cases for administrative or legal proceedings, testifies at case hearings, and assists to resolve disputes. This is a full time position.

OSBEELS is a Semi-Independent State Board responsible for regulating the practice of engineering, the practice of land surveying, the practice of photogrammetric mapping, and the practice of water right examination in the state as they relate to the welfare of the public in safeguarding life, health and property. The Board verifies that only qualified applicants are permitted to take examinations for registration, that only competent individuals are granted registration to practice engineering, land surveying, and photogrammetric mapping, that only registered individuals are offering and/or providing engineering, land surveying or photogrammetric mapping services and that registrants maintain high standards of practice and compliance with applicable statutes, and rules.



TO QUALIFY

Your OSBEELS application form will be reviewed to verify that you meet the minimum qualifications stated in this section. To receive credit, your application form must clearly show that you have:

- two years of recent full time investigative experience preferred, which included conducting fact finding, collecting evidence, examining records, locating and conducting interviews to verify or to disprove claims of suspected law and rule violations. This experience must have included preparing written investigative reports using individual judgment in developing conclusions or recommendations that are subject to review in court, administrative hearings, or a comparable formal or informal review process.

College-level courses in criminal justice, law, sociology, journalism, auditing, or a closely-related field may be substituted on a year-for-year basis for up to one year of the required experience.

You must submit a photocopy of your transcripts to receive credit for required courses.

Note: Preference may be given to applicants whose background most closely fits the needs of the position.

DUTIES AND RESPONSIBILITIES

This position is responsible for facilitating the Board's compliance with the applicable law enforcement mandates of the Oregon Revised Statutes, Chapter 672, Chapter 92, Chapter 209, and Chapter 537 and Oregon Administrative Rules, Chapter 820. This position involves investigating of alleged violations, compiling of evidence, preparing of investigative reports including recommendations of appropriate disciplinary action, and preparing of legal notices of disciplinary action and settlement agreements. The incumbent in this position will effectively respond to written inquires and to provide information both written and orally to the registrants and public concerning rules, statutes, policies, and procedures under the authority of the Board. Additionally, this position is responsible for various record keeping, tracking systems, and will occasionally respond to grievances from registrants and the public. This position also composes letters, memorandums, notices and other sources used to distribute information to registrants and the public and other projects as assigned. Other major duties of this position include:

- Drafts compliance case summaries, notification of disciplinary action to County Surveyors and Building Officials, and as necessary articles for the Board newsletter;
- Determines need for peer review of technical issues involved in complaints, locates and selects subject matter experts for peer reviews, and develops and communicates scope of work to the reviewers;
- Works in conjunction with other Boards that have practice overlap (i.e., Architect & Geology);
- Designs program materials to explain regulations or program guidelines. Conducts presentations to the public when needed;
- Prepares legal documents such as, but not limited to, Notices of Intent, Final Orders and investigative subpoenas in coordination with the assigned Assistant Attorney General;
- Participates with the Law Enforcement and the Professional Practices Committees and prepares meeting minutes and correspondence accordingly.

WORKING CONDITIONS

Typical office environment. Extended periods of time using telephone and computer. Contact with individuals that may be unhappy, dissatisfied or irate. Operate computer keyboard with repetitive and constant finger and wrist movements for extended periods of time. This position is Monday through Friday 8:00 a.m. to 5:00 p.m. schedule. However, applicants must have a valid driver license and acceptable driving record for the use of a state motor pool vehicle for occasional day or overnight travel.

THIS IS THE TEST

Please answer the test questions on a separate sheet of paper, numbering your answers with the corresponding test question. If there are several parts to a question, answer each part separately by labeling your answer a) and b). Attach the answer sheet to your application. Your responses should be limited to three pages that encompass all test questions. Scores will be lowered for poor spelling and grammatical errors. Failure to answer the questions, follow the test directions or failure to sign your OSBEELS application form will eliminate you from continuing on in the process.

1. Compliance Specialists conduct investigations of alleged engineering, land surveying, photogrammetric mapping, and water right law violations. Describe your experience and training in performing investigative work. What was the purpose of your investigations? What investigative methods did you use; what were your information sources? Did you testify in court or administrative hearings regarding your investigations? Explain.
2. Compliance Specialists must be able to write clear, legally sufficient reports. Describe your work experience and education/training in writing reports or other documents. Were the reports/documents you produced subject to review, editing and/or approval by a person at a higher level? Explain.
3. Describe any experience you have interpreting and applying, laws, rules, or policies. Indicate the specific types of laws, rules, and policies involved, and how you applied them (i.e., to grant or to deny services or benefits, to gain compliance, etc.). What was the impact or potential impact of your decisions on recipients?

HOW TO APPLY

Complete an OSBEELS application form and answer the test questions. If you are interested in this position, please apply now, as this position is open until filled and subject to close without further notice.

Deliver, Mail, Email, or Fax your completed application materials to:

OSBEELS
670 Hawthorne Ave. S.E., Suite 220
Salem, OR 97301
Fax: (503) 362-5454

OSBEELS is not responsible for material that is illegible or missing as a result of transmitting by fax or which may be lost through mail. If your application is incomplete, or does not clearly show the experience and/or training preferred, you will receive a notice by mail advising you that your application was not accepted. Submit only the required materials. Reference letters or work examples should be kept for interviews. We may be unable to acknowledge or verify receipt of applications due to a large volume received. Finalists will be subject to a Criminal History and Driver and Motor Vehicle Services check as well as a thorough background investigation. Adverse background data may be grounds for immediate disqualification.