

Regulatory Affairs & Enforcement Administrator G09290

DESCRIPTION OF OCCUPATIONAL WORK

Under administrative direction, the Regulatory Affairs & Enforcement Administrator is a senior, statewide leadership position within the Liquor Control Commission overseeing enforcement review, regulatory compliance, administrative hearings, legislative coordination, and compliance outreach. This role is responsible for providing oversight and coordination of statutory policy implementation, regulatory review, and quasi-judicial processes under the Liquor Commission's authority. This position is responsible for ensuring consistent interpretation and application of governing statutes, evaluating regulatory and compliance matters prior to executive or Commission consideration, and providing informed policy and legislative analysis to executive leadership. The position exercises independent professional judgment in reviewing enforcement matters, coordinating legislative and intergovernmental activities, developing internal regulatory standards, and advising leadership on compliance risks and strategic planning. This position serves as the central coordinating authority for enforcement policy implementation, administrative hearing oversight, and regulatory compliance strategy and functions as a key administrative link between statutory requirements, operational execution, and executive decision-making.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Independently review enforcement investigations and citation recommendations to determine procedural sufficiency and readiness for hearing placement, evaluate enforcement trends, and develop internal guidance to promote consistent application of penalties and compliance standards.

Prioritize enforcement and appeal cases received by the commission and assign work accordingly; address complex regulatory and legal issues and coordinate the issuance of subpoenas or requests for information in collaboration with legal counsel.

Coordinate enforcement activities with Nebraska State Patrol investigators and local law enforcement agencies; provide guidance on regulatory priorities, investigative needs, and case preparation requirements.

Responsible for the relationship management with assigned Troopers, maintaining effective communication and coordinating commission activities. Maintains ongoing coordination and communication with assigned investigators to support enforcement activities, case preparation, and operational alignment.

Serve as the primary point of contact for city councils and Nebraska State Patrol investigators regarding liquor control enforcement matters. Coordinate enforcement activities with Nebraska State Patrol investigators and Commission enforcement staff to ensure consistent application of regulatory requirements.

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Ensure Commission hearing decisions are properly issued and monitored by overseeing the completion of enforcement cases, including documentation, compliance tracking, and adherence to required deadlines. Coordinate case processing for matters submitted by Nebraska State Patrol investigators, local city and county officials, and Commission personnel to ensure all required steps are completed.

Delegate mandated training assignments to Training Coordinator and ensure mandated training is completed following a hearing decision with a non-compliant firm.

Compile and organize case materials for review by the Attorney General's Office, ensure cases are properly prepared for Commission hearings, and coordinate evidence and court reporter arrangements. Work collaboratively with licensing and other Commission units to ensure consistent compliance and regulatory application across the Commission.

Provide professional analysis and recommendations to the Executive Director and Commissioners on enforcement matters, including recommended disciplinary outcomes, settlement considerations, and penalty consistency.

Advise the Executive Director on legislation. Draft rules and regulations related to Liquor control. Maintaining updates to the Liquor Control Act which is presented to the Governor annually.

Monitor legislation on detrimental items to the Liquor control act and works with the director on response. Educate senators on what relevant Commission legislation means. Provide fiscal notes with responses as needed.

Develop and oversee compliance outreach initiatives, including public education, stakeholder engagement, and communication strategies to improve regulatory awareness and transparency.

Identify and pursue grant opportunities related to alcohol education, public safety, and regulatory compliance; assist in development and implementation of grant-funded initiatives.

Supervise professional staff within the division, including positions responsible for legal support, outreach, and compliance programs; assign work, establish priorities, and evaluate performance.

Participate in budget planning and monitor program expenditures related to enforcement, hearings, outreach, and regulatory initiatives.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of administrative law procedures and quasi-judicial processes; regulatory enforcement frameworks and compliance systems; statutory interpretation and legislative processes; principles of public administration and government operations; investigative processes and evidence documentation; and program management and regulatory policy implementation.

Skill in analyzing complex regulatory and legal issues; developing policies, procedures, and regulatory guidance; communicating effectively with legal counsel, law enforcement, and stakeholders; preparing reports, policy analysis, and legislative materials; managing multiple programs and priorities simultaneously; and supervising and directing professional staff.

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Ability to interpret and apply statutes, rules, and regulations; exercise independent judgment in regulatory and enforcement matters; coordinate activities across multiple agencies and stakeholders; develop and implement regulatory policies and compliance strategies; provide clear recommendations to executive leadership; manage competing priorities in a fast-paced regulatory environment; and maintain confidentiality while handling sensitive information.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor’s degree in public administration, criminal justice, public policy, law, political science, or a closely related field with experience in regulatory enforcement, compliance oversight, legislative policy analysis, or government program administration. OR 7-10 years related experience. Any equivalent combination of education and experience will be considered.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 03/26

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date