

**DESCRIPTION:** Under limited supervision of the Executive Director, coordinates enforcement procedures in the State to ensure compliance with state laws, rules, and regulations involving the Engineers and Architects Regulation Act. Investigates complaints on licensed professional engineers and architects, on companies authorized to practice; investigates complaints of unlicensed practice; writes investigation reports; monitors and evaluates compliance with conditions of licensure performs related work as required.

**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.)

Maintains and manages enforcement process for the Engineers and Architects Regulation Act.

Documents and analyzes complaints, plans and carries out investigative procedures with the Executive Director governing the practice of engineering and architecture.

Receives and reviews complaints, logs into database complaint system.

Compiles data, reviews records and reports, and evaluates their use and effectiveness.

Compiles and writes comprehensive reports of investigations for Board review; presents reports and discusses compliance issues with the Board and its committees on a monthly basis.

Testifies at formal and informal disciplinary hearings when complaints come under investigation.

Monitors licensees who have been placed on probation or whose practice has been limited by executive order.

Consults with Board attorney and code enforcement agencies, when appropriate, to address violations of the Act. Travels to visit building officials and review plans for compliance to the Act.

Record, draft and disseminate information regarding compliance to the public.

Review and evaluate credentials for renewals and comity licensure of engineers and architects, and certification of firms to practice engineering and/or architecture.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: administrative procedures followed during complaint analysis and proceedings; principles of due process; investigative methods and techniques; agency policies/procedures; licensing process and requirements; where to look for pertinent information; due process, investigative techniques; engineering and architectural terminology; advanced grammar and composition.

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Ability to: write in a clear and concise manner; interpret and enforce statutory requirements; analyze engineering, architecture, and construction industry issues; interact with other government agencies, code officials, and the public; follow and abide by all steps of due process; read and understand building code/laws; communicate effectively, both orally and in writing; compile and write objective, factual reports; maintain confidentiality; compile and evaluate data to formulate recommendations and interpret directives; explain processes and procedures; establish and maintain harmonious, professional working relationships with other staff and the public; provide training and outreach presentations to public groups or organizations; learn and use current Board database.

Skill in: managing a complaint process including conducting and documenting investigations. Proficient in Word and Excel. Problem solving skills.

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

Education or experience in the fields of engineering or architecture.

**SPECIAL NOTES:**

Individuals with Architectural, Engineering, Law Enforcement or Paralegal Experience may be well suited for this position.

Completion of the National Certified Investigator/Inspector Training Program by the National Council on Licensure, Enforcement and Regulation (CLEAR) is not required at the time of hire, however completion of CLEAR training must be obtained by the end of the probationary period. Certification is to be completed during the first year of employment. NOTE: CLEAR certification requires completion of the training and one year of investigation experience. Training and experience may occur in the same year.

Occasional overnight travel outside the city of residence is required of incumbents in this job class. Incumbents are required to possess a valid Nebraska driver's license and pass a defensive driving course (or provide authorized independent licensed transportation) to perform work-related travel.

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