



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code: 5249

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**COMPLIANCE DIVISION DIRECTOR**

GRADE N

**SCOPE OF WORK:**

Work involves directing the Weights and Measures, Licensing, and Railroad Safety programs for the North Dakota Public Service Commission (PSC).

**DUTIES PERFORMED:**

- Plan, direct, and oversee the program operations, functions, and services of the Division.
- Evaluate program goals and objectives; develop and implement strategies for improvement.
- Implement and ensure compliance with applicable state and federal laws, rules, regulations, policies, procedures, and orders.
- Review and monitor proposed federal and state legislation, rules, and policies; recommend and draft proposed changes; prepare testimony and/or testify at hearings.
- Investigate and respond to complaints from stakeholders, landowners, and the general public.
- Plan, prepare, and administer the Division budget.
- Supervise, direct, evaluate, and train Division staff to accomplish program goals and objectives.
- Communicate Division information in response to inquiries, complaints, and requests to the PSC, legislators, staff, industry, stakeholders, media, other government agencies, and the general public.
- Create and maintain information for Division web pages, brochures, and biennial report.
- Prepare and submit reports to the PSC.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree and five years of compliance, regulatory, or inspection work experience that included supervision of staff. Additional work experience as described may substitute for the degree requirement on a year-for-year basis.

Eff. Date: 9/16