



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 5257

LICENSING DIVISION DIRECTOR - PSC

GRADE L

SCOPE OF WORK:

Work involves directing the Licensing Division which advises and assists the Public Service Commission (PSC) in the licensing and regulation of public grain warehouses, facility-based grain buyers, roving grain buyers, hay buyers, auctioneers, and auction/bank clerks. Licensing and related regulatory requirements involve approximately 1,200 entities throughout the State. Regulatory requirements include licensing, annual license renewals, bond and insurance coverage, credit-sale contract indemnity fund administration, business operations, and insolvencies.

DUTIES PERFORMED:

- Plan for, direct, develop, supervise, monitor, and evaluate staff, programs, and processes.
- Develop, implement, interpret, monitor, revise, and enforce rules, regulations, policies, procedures, and guidelines relating to license issues; interpret and enforce applicable laws.
- Supervise the license application and renewal processes for compliance with statutory requirements.
- Ensure licensees comply with state regulatory requirements; review inspection documents and information to determine compliance of licensees; determine if follow-up inspections are necessary.
- Investigate complaints; gather relevant information, prepare supporting documents, prepare written or oral testimony for complaints hearings and testify if required, and make recommendations to the PSC regarding penalties and/or sanctions.
- Evaluate information to determine solvency of a licensee; provide recommendations to the PSC to initiate and administer insolvency proceedings.
- Supervise the credit-sale contract indemnity fund program including the collection, verification, tracking, and disbursement processes.
- Develop and monitor the Division budget.
- Serve as liaison with the regulated industry, farm community, public, legislature, and state and federal agencies.
- Communicate program information, policies, decisions, and changes to staff, the public, regulated entities, and industry via phone, letters, press releases, presentations, web site, and brochures.
- Develop and maintain professional relationships with stakeholders such as trade associations, farm groups, media, and legislators to obtain view points; promote

understanding, coordination, cooperation, and consensus on licensing related issues.

- Schedule, organize, prepare, and conduct meetings with the regulated industry and others on licensing issues including enforcement matters; develop and implement action plans to enhance performance of the Division programs.
- Gather and analyze information to draft proposed rules and legislation; prepare documents and regulatory analysis; prepare and present testimony.

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

Requires a bachelor's degree in an agriculture or business related field and four years agriculture related work experience in inspection, licensing, or compliance programs that included supervision of staff. The hiring authority, at the time of recruitment, may substitute additional work experience as listed above for the degree requirement on a year-for-year basis.

Eff. Date: 02/89 - Director, Grain Elevator Division – PSC, grade 28.

Rev: 06/91 - Re-titled as Licensing and Rail Division Director, grade 31

Rev: 10/97 - Job restructured, re-titled and assigned new grade

Rev: 03/05 – Job restructured; revised title, scope, duties, minimum qualifications, factor statements, and grade

Rev: 07/12 – Conversion to Hay System