

Employer Compliance Investigator

[Idaho Industrial Commission](#)

Open for Recruitment: May 1, 2015 - May 10, 2015

Announcement # 08914047464

Salary Range: Approx. \$36,500 annually, DOE [-Plus Competitive Benefits!](#)

Location(s): Twin Falls

[The Idaho Industrial Commission, Employer Compliance Department](#) is seeking an **Employer Compliance Investigator** to conduct investigations of employers who may not be in compliance with the insurance requirement of the Workers' Compensation Law.

This announcement will be used to fill the current opening in Twin Falls only.

A Criminal background check must be completed prior to appointment with the Idaho Industrial Commission.

Responsibilities:

- Interprets and applies the Workers' Compensation Law, rules and regulations of the Industrial Commission and Supreme Court decisions to determine employer exemption or liability for workers compensation insurance.
- Conduct investigations of employers who may not be in compliance with the insurance requirement of the Workers' Compensation Law.
- Determines through questioning and observation that workers are employed by the business.
- Advises employers of liability for coverage and monetary fines for noncompliance.
- Prepares and maintains detailed reports of investigative contacts.
- Monitors and verifies that employers have obtained coverage and advises non-insured employers of pending legal action if coverage is not obtained within deadline.
- Conducts investigations to determine if court-ordered injunction has been violated and to confirm status of business.
- May testify in civil and criminal hearings.
- Travels approximately 60% of the time within an assigned service area.

Minimum Qualifications:

- Experience: Planning and conducting investigations of complaints of legal violations and preparing reports with recommendations. (This is typically gained by one year of work experience investigating complaints regarding legal violations, conducting fact-finding interviews, compiling and evaluating related documentation and making recommendations in a report), OR at least six months of work experience conducting interviews within the Workers Compensation system.

- Interpreting and applying laws and regulations and explaining them to others.
- Conducting and documenting fact-finding interviews.
- Using word processing software.
- Valid driver's license.
- Some overnight travel is required.

Examination:

100% Training and Experience. Respond to the examination questions based on your training and experience directly related to this position. Scoring will be based on your responses. Applicants must receive a minimum rating of **70** to pass this examination. You will receive notification of your test results online once the review process is completed.

To preview the examination, click on **Preview Exam** below. You will **not** be able to take the exam from this screen. If you wish to take the exam, click the **Apply Online** button to the left and follow the instructions provided.

To Apply:

Visit the Division of Human Resources announcement #08914047464 at <http://www.dhr.idaho.gov> . If you are unable to use the **Apply Online** process, you must respond to the exam questions on this announcement and complete a State of Idaho Application. For a paper application, click on Forms at the top of the screen.

When updating your online application information, please select The Idaho Industrial Commission under "Agencies," full-time under "Job Type/Shift" and Twin Falls under "Cities."

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.