



People Making  
A Difference!

**Idaho  
State Government**

**Idaho Industrial  
Commission**

700 S. Clearwater Lane  
Boise, Idaho  
83712

**WEBSITE:**

[www.iic.idaho.gov/](http://www.iic.idaho.gov/)

**If you have questions,  
please contact us at:  
(208) 332-7555**

**EMAIL:**

[iichumanresources@iic.idaho.gov](mailto:iichumanresources@iic.idaho.gov)

**Non-Classified  
Opening**

# Employer Compliance Manager

## Non-Classified Classification

### Idaho Industrial Commission

Open for Recruitment: June 17, 2015 - June 30, 2015  
Announcement # NONCLS003833

Salary Range: \$26.00 - \$29.00 per hour -Plus Competitive Benefits!

Location(s): Boise

**SPECIAL NOTIFICATION:** This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

**Become part of a dynamic and professional state agency! The Employer Compliance Department of the Idaho Industrial Commission is seeking a full time Manager.**

#### Responsibilities:

Plans and organizes all aspects of the Employer Compliance Department operations. Establishes and implements program objectives, policies, and operating procedures; identifies needs and develops section budget; hires and trains professional and clerical staff to include the Employer Compliance Investigations and Unit Supervisors, the Paralegal, and the Legal Assistant. Assesses staff training needs and develops or arranges for training.

Develops strategic plans in support of the Employer Compliance Department and the strategic direction of the agency.

Compiles statistical and activity reports; evaluates reporting requirements and procedures to ensure program compliance with state and federal standards; evaluates program effectiveness and takes corrective action; acts as agency representative in all matters relating to compliance litigation caseload; coordinates development and implementation of automated system changes and enhancements; and proposes legislation to address or resolve compliance issues.

**The Preferred Candidate will Possess the Following:**

- College degree in related field or equivalent work experience in related field

- Good knowledge of management practices
  - Good knowledge of legal procedures
- Some knowledge of data electronic commerce
- Experience that demonstrates considerable knowledge of the Idaho Workers' Compensation Law
  - Experience supervising professional staff
- Experience analyzing and interpreting laws and regulations as a basis for decision-making; compiling, analyzing, and organizing data for records and reports
  - Effective relationship and team building skills
- Demonstrated skills in problem solving and conflict resolution
- Proven interpersonal and negotiation capabilities

**For this position, extra consideration will be awarded if Veteran Status can be demonstrated. If requesting Veterans' Preference, you must provide supporting documentation demonstrating eligibility, i.e. SPB-1a, DD 214, etc.**

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

**Apply: Mail or deliver letter of application (cover letter), resume outlining experience and education, and references to:**

MS. DANI SPURNY, HUMAN RESOURCES DEPARTMENT  
IDAHO INDUSTRIAL COMMISSION  
700 S. CLEARWATER LANE  
BOISE, ID 83712

Applications must be postmarked no later than June 30, 2015. Resumes and supplemental materials will be reviewed to select the most highly qualified candidates to participate in an interview examination. Application materials will not be returned.

The Industrial Commission encourages applications from individuals who qualify with or without reasonable accommodation. To request accommodations needed to participate in the application/interview process, call 208-332-7555. EEO/AA/VET Employer.

**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.