

**CLASS TITLE: CHIEF LICENSING EXAMINER
DIVISION OF COMMERCIAL LICENSING
AND REGULATION**

Class Code: 02750600

Pay Grade: 33A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the daily operation of a statewide program designed to implement the regulation, licensing and supervision of travel agents and agencies, burglar and hold-up alarm businesses and alarm agents, upholsterers, including inspection of upholstered articles and furniture; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of a superior with wide latitude for the exercise of initiative and independent judgement.

SUPERVISION EXERCISED: As required, may plan, supervise, and/or review the work of personnel assigned to assist in various regulatory processes.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the daily operation of a statewide program designed to implement the regulation, licensing and supervision of travel agents and agencies, burglar and hold-up alarm businesses and alarm agents, auctioneers and upholsterers including inspection of upholsterers; and to do related work as required.

To supervise and participate in inspections to insure conformance with existing laws, rules and regulations.

To be responsible for designing forms and developing procedures for implementing laws related to the regulation of assigned industries.

To send out and review license applications to assure that applicants possess the proper qualifications, that forms are properly completed, that the proper bond has been posted.

To prepare written reports and conduct inspections and investigations as necessary.

To answer all questions from the general public concerning matters of licensing of travel agents and agencies, alarm agents and businesses, upholsterers and auctioneers.

To resolve consumer complaints regarding these licensees.

To maintain records and prepare reports of same; and to make recommendations concerning related laws, regulations, policies and procedures.

To draft rules and regulations in support of the laws governing travel agents and agencies, alarm businesses and auctioneers and upholsterers, and to recommend amendments to regulations and laws as necessary.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the laws, rules and regulations concerning the regulation, licensing and supervision of the travel industries; burglar and hold-up alarm businesses, auctioneers and upholstery; the ability to draft rules and regulations, design forms and develop procedures for implementing such laws; the ability to make recommendations concerning changes in procedures and amendments to laws when required; the ability to disseminate public relations material; the ability to establish and maintain effective working relationships with officials, subordinates, industry personnel and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in a research related field; and

Experience: Such as may have been gained through: employment in a responsible position involving regulation, program planning and implementation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: February 1, 1998

Editorial Review: 3/15/03