

**Compliance Specialist/Investigator**  
Colorado Department of Higher Education  
Division of Private Occupational Schools

**POSTING DATE:** May 10, 2023

**CLOSING DATE:** Open until filled

**COMPENSATION:** \$30.00/hour

This position is a part-time, non-classified position exempt from the State Personnel Rules, reporting to the Division Deputy Director and serves at the pleasure of the Department of Higher Education/Division of Private Occupational Schools as an at-will employee.

**DEPARTMENT INFORMATION:**

Regulation of private occupational schools began in 1966 with the State Board for Community Colleges and Occupational Education. Subsequently, the General Assembly adopted the Private Occupational Education Act of 1981 (Act) to provide standards, to foster and improve private occupational schools, and to protect consumers against fraudulent or substandard private occupational schools.

The Division of Private Occupational Schools (DPOS) was created inside the Colorado Department of Higher Education (CDHE) in 1990. DPOS was created specifically to provide regulatory oversight of this type of educational facility. During 1998, the Private Occupational School Board (Board) was added to the regulatory regime. The Board was empowered with primary regulatory authority and DPOS became its administrative and implementation arm. DPOS and its seven-member Board are 100 % cash funded by the entities it regulates.

The Act requires that every school adheres to minimum standards. Those standards include that a school has sufficient financial resources, that it maintains a surety bond, that it has a tuition and acceptable fee refund policy, that it has adequate physical and personnel resources, and that its staff has the educational and experience qualifications to ensure that students will receive educational services consistent with the school's stated objectives, among others. The minimum standards represent a foundation for the consumer-based, mission-oriented disposition, i.e., "... to protect the citizens of this state against fraudulent or substandard private occupational schools.

## **DESCRIPTION OF JOB:**

The Compliance Specialist/Investigator's primary responsibility is to assist the Director and Division Deputy Director in investigations of complaints against approved private occupational schools operating in the State. This includes unannounced site visits to schools to make observations, conduct interviews and gather various documents from schools as requested by either the Director and Deputy Director or by the Board. The investigation process involves analysis of observations & documents; assessment of information gleaned from witness interviews, and other necessary tasks to complete written reports for either the Directors or the Board which clearly outlines the findings of the investigation. The investigator will also assist with investigating illegal schools to determine whether the school is exempt or must apply for approval. The investigator will coordinate action plans and work with Directors to determine whether matters require enforcement or Board action. The investigator may also be asked to assist with calculating bond refunds or refunds due to students.

### **Essential Duties & Responsibilities**

- Position makes decisions in conjunction with the Director and Deputy Director regarding investigative techniques and tools necessary to complete a thorough investigation as directed.
- Works independently on investigations assigned, often on the school site. Interacts with the school throughout the investigation in a professional manner that is in line with the Division's mission of consumer protection and fostering quality and ethical business practices of schools.
- Completes concise written reports that are a clear analysis of complaints, investigatory process, and evidence for use by the Division Director, Board of Private Occupational Schools and the Attorney General in any administrative disciplinary action that may result from the investigation.
- Conducts unannounced on-site visits to schools with or without DPOS staff for analysis of schools' records as assigned by the Division Director and/or Deputy Director.
- Uses the Division DPOS Connect system, database, and other approved internet investigative tools and techniques to conduct compliance and background research on schools as directed.
- Maintains, tracks and updates all complaint investigation activities in the DPOS system, and is able to use the system to pull reports on investigations as requested.
- Maintains investigative materials, and evidence gathered in a secure and separate manner than Division day-to-day school documentation.
- Other responsibilities as assigned.

## **REQUIRED QUALIFICATIONS:**

### **Education:**

Bachelor's degree

### **AND**

**Experience:**

Two years of related work experience in governmental regulation, administrative or criminal law, or related field.

**Substitution:** A combination of professional work experience in governmental regulation, occupational licensing, administrative law or related field, may be substituted on a year-for-year basis for the bachelor's degree.

**Competencies:**

- Strong organizational skills are necessary, with proven ability to plan and execute investigations.
- Excellent oral, written, and interpersonal communication skills.
- Resourceful, reform-oriented and able to take initiative in a changing environment and must communicate effectively, anticipating needs and keep team members informed of problems and issues affecting the office.

**PREFERRED QUALIFICATIONS:**

- Experience working with governing boards is a plus.

**WORKING CONDITIONS**

Works in a normal office environment. Does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as phone, fax, and personal computers. Works a 40-hour work week, either remotely, hybrid or in-office, depending on the arrangement met during employment with the supervisor during normal office hours of Monday –Friday 8-5.

**Travel:** Travel may be necessary in a variety of weather conditions. This position requires the ability to travel independently throughout the state, including overnight stays. A valid Colorado driver's license is required throughout the term of employment.

**APPLICATION PROCEDURES:**

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

[HR@dhe.state.co.us](mailto:HR@dhe.state.co.us)

Or:

Colorado Department of Higher Education  
Attention: Human Resources  
1600 Broadway, Suite 2200  
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Consistent with the State's Universal Policy on Flexible Work Arrangements, CDHE permits Flexible Work Arrangements (FWA) and this role qualifies for FWA participation. However, FWA is evaluated and granted by the appointing authority at their discretion based on business need, the nature and function of the work performed, and employee performance.

Employees of the State of Colorado must be authorized to work in the United States and be residents of Colorado. The Department of Higher Education does not assist with relocation expenses.

Employees of the Department must advise the Department in writing of any potential conflict of interest upon commencing employment and while employed. Conflict of interest includes supplemental employment which interferes with normal business hours or productivity levels, or alternative employment with entities or agencies with which the Department may contract for services or products. It also includes any outside employment or activity that is directly incompatible with the duties and responsibilities of the employee's state position. Conflict of interest also includes any direct or indirect ownership of an interest in, or ability to influence (including acting as a board member or other agent for), any business or organization which has any potential, ongoing or previous interaction or business relationship with the Department.

**Application Deadline:** Position will remain open until filled. Application review begins immediately and position start is immediate.

**Employment is contingent on successful completion of a criminal background check.**

This position is not eligible for benefits. Paid leave time is accrued and is prorated based on the number of hours worked of full time. There are 11 paid holidays in a calendar year.

Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA)

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions

where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at [HR@dhe.state.co.us](mailto:HR@dhe.state.co.us) or call 720.264.8575.