



STATE OF COLORADO  
invites applications for the position of:

# DORA/Division of Conservation: Compliance Specialist III

**This position is open only to Colorado state residents.**

**CLASS TITLE:** COMPLIANCE SPECIALIST III

**LOCATION:** Denver Metro, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** 1560 Broadway, Suite 1550 Denver, CO 80202

**SALARY:** \$4,284.00 - \$5,277.00 Monthly

**OPENING DATE:** 06/19/20

**CLOSING DATE:** 07/03/20 11:59 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**



**COLORADO**  
Department of  
Regulatory Agencies

**The Department of Regulatory Agencies (DORA) is dedicated to preserving the integrity of the marketplace and is committed to promoting a fair and competitive business environment in Colorado.**

***Consumer protection is our mission.***

DORA values and promotes diversity, supporting a workforce that is inclusive of people from different backgrounds and experiences; creating an environment that is reflective of our communities; promoting positive relationships; and putting forth unique perspectives to fulfill our mission.

**DESCRIPTION OF JOB:**

The Division of Conservation exists to administer the conservation easement tax credit program. The division's principal activities are certifying conservation easement holders; receiving and examining tax credit applications submitted by landowners; issuing tax credit certificates to landowners; supporting the Conservation Easement Oversight Commission ("Commission"); sharing relevant information with the Department of Revenue ("DOR") to ensure compliance with accepted appraisal practice and other provisions of law; and working with other state agencies to recommend new regulations or legislation.

**Position:** SBA 6003

This position is responsible for conducting compliance examinations of applications for state income tax credit certificates submitted to the division by landowners. Specifically, this position examines complex documents to ensure they comply with all state requirements that must be

met in order to qualify for issuance of a state income tax credit in an amount of up to five million dollars per application. The position's responsibilities include the review of conservation easement documentation, including deeds of conservation easements, baseline documentation reports, title work such as exceptions to title, mineral assessment reports, qualified real estate appraisals, and related documents. The position works directly with applicants, certified conservation easement holders, and certified general appraisers to clarify potential concerns with the conservation easement donation; presents findings and recommendations to the director and the commission. Additionally, the position participates in the division's outreach program, coordinated through the Director of Communications & Public Engagement within the Executive Director's Office.

Duties include, but are not limited to:

- Examining draft and qualified appraisals of conservation easements to ensure compliance with the Uniform Standards of Professional Appraisal Practice (USPAP) and applicable state and federal laws and regulations;
- Conducting more than one type of easement examination concurrently and managing the assigned workload to ensure that examinations of qualified appraisals are completed timely - in no more than 120 days, per statute;
- Working directly with stakeholders, including but not limited to appraisers, tax credit applicants and their advisors to ensure applicants have the opportunity, pursuant to statute, to correct potential deficiencies identified during the appraisal examination;
- Assisting the Office of the Attorney General (OAG) in drafting charges when a tax credit application is denied, and in preparing a case for presentation to an administrative law judge;
- Testifying under oath when a matter proceeds to trial in order to provide an opinion concerning the credibility of examined appraisals and the sufficiency of the conservation purpose.

## **MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:**

### **MINIMUM QUALIFICATIONS (MQs):**

- Graduation from an accredited college or university with a bachelor's degree in political science, environmental science, natural resources management, business administration, public administration, public policy, or in a field of study directly related to the work assignment; AND
- Two (2) years of professional\* appraisal review experience performing one (1) of the following two (2) functions:
  - Reviewing or managing conservation easement transactions; or
  - Reviewing or conducting conservation easement appraisals.

**Document this experience in your application IN DETAIL, as your experience will not be inferred or assumed. Part time experience will be prorated.**

### **SUBSTITUTIONS:**

- A combination of professional\* work experience in the occupational field or specialized subject area of the work assigned to the job, which provided the same kind, amount, and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the bachelor's degree; OR
- A master's degree from an accredited college or university in political science, environmental science, natural resources management, business administration, public administration, public policy, or in a field of study directly related to the work assignment may be substituted for one (1) year of the required experience.

*\*Professional work involves exercising discretion, analytical skill, judgment and personal accountability and responsibility for creating, developing, integrating, applying, and sharing an organized body of knowledge that characteristically is: uniquely acquired through an intense education or training regimen at a recognized college or university; equivalent to the curriculum*

*requirements for a bachelor's or higher degree with major study in or pertinent to the specialized field; and continuously studied to explore, extend, and use additional discoveries, interpretations, and application and to improve data, materials, equipment, applications and methods.*

### **Preferred Qualifications/Competencies:**

- Holds a current, active Certified General Appraiser license issued by the State of Colorado;
- Experience managing donated and bargain-sale conservation easement transactions;
- Experience reviewing conservation easement holder policies and procedures;
- Experience utilizing and familiarity with appraisal methods used to value conservation easements;
- Experience managing a non-profit organization;
- Experience in legal analysis and/or real estate title work;
- Previous public/community outreach and stakeholder engagement experience;
- An advanced degree in one of the above-referenced fields.

**Required Competencies:** The following knowledge, skills, abilities, and personal characteristics are required competencies and may be considered during the selection process (including examination and/or interview):

- Oral communication skills, including the ability to verbally communicate effectively to a diverse audience;
- Written communication skills, including the ability to complete reports in a clear, accurate, and concise manner;
- Ability to read and analyze laws, rules, regulations and policies and interpret them in order to explain them to various stakeholders;
- Strategic thinking, including the ability to identify emerging issues, anticipate trends, and provide recommendations on strategies to minimize risk impacts;
- Comfortable demonstrating expertise in front of authorities, including defending well-researched recommendations;
- Demonstrated ability to conduct research and gather pertinent information;
- Demonstrated understanding of quality customer service, including the ability to diplomatically deal with difficult customer interactions;
- Demonstrated active listening and interpersonal skills, along with the ability to work effectively on collaborative, multi-disciplinary teams;
- Critical thinking and analysis skills, and the ability to analyze and reconcile information;
- Ability to handle sensitive and/or highly confidential information in a professional and ethical manner, and in accordance with state and federal laws;
- Demonstrated ability to understand and abide by workplace principles, practices and behaviors as internally identified and defined by the department;
- Flexibility and adaptability with regard to change management, including the ability to adhere to changes in work processes, adapt to changing priorities, and maintain a willingness to comply with and support organizational change(s);
- Demonstrated ability to collaborate with multiple audiences to develop solutions and alternatives;
- Demonstrated attention to detail;
- Self-motivated, self-directed, reliable, and accountable;
- Demonstrated ability to meet hard deadlines, work with minimum supervision, and maintain a focus on priorities in an environment of constant change;
- Professional demeanor;
- Proficiency in the use of PC software applications including Microsoft Office (Access, Word, Excel, etc.), Google Suite, as well as the use of databases.

**Conditions of Employment:** Candidates who fail to meet the conditions of employment will be removed from consideration.

- The successful passing of a reference check and/or, if required, a background check.
  - A reference check may include but is not limited to: contacting previous and current supervisors to verify employment and discuss performance, a review of the personnel file, a review of the performance record, etc.

- The type of background check depends on the job duties of the position, and can include a review of any criminal record, credit report, and/or driving record.

## **SUPPLEMENTAL INFORMATION:**

### **PLEASE READ - Required Application Materials**

Interested individuals must submit the following online:

1. **A completed State of Colorado Application** (log-in to your current NeoGov account or create a NeoGov account to complete the online application). Note: Incomplete applications, including incomplete work history sections or "see résumé," "see attachment," or "see addendum" statements, will not be accepted in lieu of a completed application form.
2. **A current email address** on your application, as all communication pertaining to this position will be conducted via email. Please set up your email to accept messages from info@governmentjobs.com and '@state.co.us' addresses, and check your email often. Note: The department cannot guarantee the successful delivery of email, including incorrect filtering into junk mail folders.
3. **A detailed cover letter**, explaining how you meet the required competencies and how your accomplishments, qualifications, skills, areas of expertise, personal characteristics, etc. make you a good fit for this position; you may also attach additional documents that demonstrate this.

### **Comparative Analysis Process: Structured Application Review**

Part of, if not the entire, comparative analysis process for this position will involve a review of the information you submit in your application materials; Therefore, it is paramount that in the experience portion of your application and cover letter, you describe the extent to which you possess the education, experience, and competencies outlined in the job announcement as well as the required and/or preferred qualifications/competencies. You are also encouraged to attach additional documents to that effect. Failure to include adequate information or follow instructions may affect your score and prevent you from competing in subsequent measures used to arrive at a top group of applicants.

**Veterans' Preference:** Candidates who wish to assert Veterans' Preference should attach a copy of their DD-214 to their application. Failure to do so will result in being denied Veterans Preference.

**PLEASE NOTE:** Former State Personnel System employees who were disciplinarily terminated or resigned in lieu of termination must disclose this information on the application. Colorado Revised Statutes require that all state employees be hired and promoted through competitive examination of merit and fitness. Failure to include the required information, failure to follow instructions, and/or failure to submit materials by the application deadline may result in your application not being considered for the position and may affect your score or inclusion in the final pool of qualified candidates.

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.

**ADAAA Accommodations:** DORA 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 ADAAA Coordinator, Rachael Alkayali, at [dora\\_hr@state.co.us](mailto:dora_hr@state.co.us) or call (303) 894-2441.

**Appeal Rights:** If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

**HOW TO APPLY:** Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**

Only online applications will be accepted for this position.

**DEPARTMENT CONTACT INFORMATION:**

Addison Dittrich: [addison.dittrich@state.co.us](mailto:addison.dittrich@state.co.us)

**METHODS OF APPOINTMENT:** Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.colorado.gov/jobs>

Position #SBA-6003-03/20  
DORA/DIVISION OF CONSERVATION: COMPLIANCE  
SPECIALIST III  
AD

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

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**DORA/Division of Conservation: Compliance Specialist III Supplemental Questionnaire**

- \* 1. DORA Q1: Please provide your Social Security Number. NOTE: This information will be kept strictly confidential and is only accessible to Human Resources Personnel.
- \* 2. DORA Q2: Are you a current or previous State of Colorado employee? Enter "yes" or "no" in the space provided. If "yes", enter 1) the State agency name, 2) dates of employment, and 3) your official classification title.
- \* 3. DORA Q3: If you are a current or former State of Colorado classified employee, have you ever been disciplinary terminated, resigned in lieu of termination, or deemed to have resigned without notice (Board Rule 7-6, Automatic Resignation)? NOTE: Current and former State Personnel System employees who were disciplinary terminated, resigned in lieu of termination, or who were deemed to have resigned without notice (Board Rule 7-6, Automatic Resignation) must disclose this information on the application. Failure to

disclose this information and/or falsification of application materials may result in being removed from consideration for this position.

☐ N/A - I am not a current or former State of Colorado classified employee.

☐ YES, I have been disciplinary terminated, resigned in lieu of termination, or deemed to have resigned without notice (Board Rule 7-6, Automatic Resignation).

☐ NO, I have NEVER been disciplinary terminated, resigned in lieu of termination, or deemed to have resigned without notice (Board Rule 7-6, Automatic Resignation).

- \* 4. DORA Q4: Current or Former Classified Employees: Are you a transfer, non-disciplinary (voluntary) demotion, or reinstatement applicant?

☐ Yes

☐ No

☐ N/A - I am not a current or former State of Colorado classified employee.

- \* 5. DORA Q5: VETERAN'S PREFERENCE NOTE: If you are not eligible for/seeking Veteran's Preference, please skip down to the bottom and select option "N/A". REQUIRED DOCUMENTATION: Candidates who wish to assert Veterans' Preference should attach a copy of their DD214 reflecting dates of service, type of discharge, and, if appropriate, a campaign badge or service medal. If information regarding a campaign badge or service medal is necessary to award preference points and is not reflected on the DD214, other documents reflecting the grade or medal must be provided. Other types of documentation may be required for ten point preference. \*Note 1: For a complete list of service dates and campaigns used in awarding preference points visit: <http://www.opm.gov/veterans/html/vgmedal2.htm> \*\*Note 2: Medal holders and Gulf War veterans who originally enlisted after September 7, 1980, or entered active duty on or after October 14, 1982, without having previously completed 24 months of continuous active duty; must have served continuously for 24 months or the full period called or ordered to active duty. \*\*\*Note 3: Effective October 1, 1980, military retirees at or above the rank of major or equivalent, are not entitled to preference unless they qualify as disabled veterans. Reservists who are retired from the Reserves but are not receiving retirement pay are not considered "retired military" for purposes of veterans' preference. REMINDER: Proof of eligibility must be provided before points are allowed. Please attach documentation to your application. If you have not done so, please go back and do so now. Veteran's Preference points WILL NOT be applied without the appropriate documentation. PLEASE CHECK ALL THAT APPLY:

☐ N/A - I am not eligible for/seeking Veteran's Preference.

☐ A) I was honorably separated (this means an honorable or general discharge) and I served on active duty (excluding active duty for training) in the Armed Forces: During any war declared by Congress

☐ B) I was honorably separated (this means an honorable or general discharge) and I served on active duty (excluding active duty for training) in the Armed Forces: During the period April 28, 1952, through July 1, 1955;

☐ C) I was honorably separated (this means an honorable or general discharge) and I served on active duty (excluding active duty for training) in the Armed Forces: For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976;

☐ D) I was honorably separated (this means an honorable or general discharge) and I served on active duty (excluding active duty for training) in the Armed Forces: During the Gulf War period beginning August 2, 1990, and ending January 2, 1992;

☐ E) I was honorably separated (this means an honorable or general discharge) and I served on active duty (excluding active duty for training) in the Armed Forces: For more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; or,

☐ F) I was honorably separated (this means an honorable or general discharge) and I served on active duty (excluding active duty for training) in the Armed Forces: In a campaign or expedition for which a campaign medal has been authorized\*, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, and Haiti.

☐ G) I have served on active duty in the Armed Forces at any time and have a present service connected disability or are receiving compensation, disability retirement benefits,

or pension from the military or the Department of Veterans Affairs; or

☐ H) I am a Purple Heart recipient;

☐ I) I am the spouse of a veteran unable to work because of a service-connected disability;

☐ J) I am the unmarried widow/widower of certain deceased veterans; and

☐ K) I am the mother of a veteran who died in service or who is permanently and totally disabled.

- \* 6. DORA Q6: Part of the required application materials includes a detailed cover letter, explaining how you meet the required competencies and how your accomplishments, qualifications, skills, areas of expertise, personal characteristics, etc. make you a good fit for this position; you may also attach additional documents that demonstrate this. Q: Have you included this cover letter as an attachment to your application? (If not, you may go back and do so now). Yes, I have attached the required cover letter explaining how I meet the required competencies and how my accomplishments, qualifications, skills, areas of expertise, personal characteristics, etc. make me a good fit for this position; I may also attach additional documents that demonstrate this. No, I have not attached the required cover letter to my application. Note: I understand that failure to include this information and follow instructions may prevent me from competing in subsequent measures used to arrive at a top group of applicants.  
☐ Yes   ☐ No
- \* 7. DORA Q7: Do you currently possess a bachelor's degree in political science, environmental science, natural resources management, business administration, public administration, public policy, or in a field of study directly related to the work assignment? If yes, please list the type of degree in the space provided.
- \* 8. DORA Q8: Clearly describe and provide examples of how you meet the following minimum qualifications: Two (2) years of professional\* appraisal review experience performing one (1) of the following two (2) functions: I. Reviewing or managing conservation easement transactions; or II. Reviewing or conducting conservation easement appraisals.
- \* 9. DORA Q9: Clearly describe and provide examples of how you meet the following preferred qualification: Holds a current, active Certified General Appraiser license issued by the State of Colorado.
- \* 10. DORA Q10: Clearly describe and provide examples of how you meet the following preferred qualification: Experience managing donated and bargain-sale conservation easement transactions.
- \* 11. DORA Q11: Clearly describe and provide examples of how you meet the following preferred qualification: Experience reviewing conservation easement holder policies and procedures.
- \* 12. DORA Q12: Clearly describe and provide examples of how you meet the following preferred qualification: Experience utilizing and familiarity with appraisal methods used to value conservation easements.
- \* 13. DORA Q13: Clearly describe and provide examples of how you meet the following

preferred qualification: Experience managing a non-profit organization.

- \* 14. DORA Q14: Clearly describe and provide examples of how you meet the following preferred qualifications: Experience in legal analysis and/or real estate title work.
  - \* 15. DORA Q15: Clearly describe and provide examples of how you meet the following preferred qualifications: Previous public/community outreach and stakeholder engagement experience.
  - \* 16. DORA Q16: Clearly describe and provide examples of how you meet the following preferred qualifications: An advanced degree in political science, environmental science, natural resources management, business administration, public administration, public policy, or in a field of study directly related to the work assignment. Please list the degree in the space provided.
- \* Required Question