

Department of Consumer Affairs

Position Duty Statement

HR-041(R. 3/2024)

Classification Title Associate Governmental Program Analyst	Board/Bureau/Division Physical Therapy Board of California
Working Title Continuing Competency Associate Analyst	Office/Unit/Section/Geographic Location Continuing Competency Unit – Sacramento
Position Number 640-110-5393-XXX	Name Effective Date

General Statement: Under the direction of the Physical Therapy Board's (PTBC) Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) independently performs the more complex analytical assignments within the Continuing Competency Unit (CCU), including development, planning, evaluation and administration. The incumbent is also responsible for ensuring quality continuing competency activities in California by performing audits of agencies that approve continuing competency providers and courses. Duties include, but are not limited to the following:

A. SPECIFIC ACTIVITIES [Essential (E) / Marginal (M) Functions]

60% Program Analysis (E)

- Independently evaluates the most complex issues related to the CCU and performs a combination of high-level analytical and evaluative work requiring initiative, and interpretation and application of laws and regulations for the approval agency applications and audits and licensee audits. Prepares correspondence and responds to the more complex questions regarding CCU laws and regulations from licensees, Approval Agencies, and other stakeholders via telephone, mail and e-mail. Provides proof of attendance certificates to licensees who attend Board meetings for CCU credit (20%).
- Formulates and maintains program policies, procedures, and best practices; assesses program effectiveness; and makes fully developed recommendations to Management for alternatives and improvements (10%).
- Evaluates informational materials and collaborates with the Education and Communication Analyst to create and maintain forms and materials for stakeholders and delivers information via various platforms, including participating at outreach events (10%).
- Evaluates the CCU technology needs and collaborates with PTBC's IT Liaison to identify and maintain technology that continues to best support the program. (10%)
- Evaluates CCU funding appropriation and regulations and collaborates with the Administrative Service Unit and with the Executive Unit to ensure appropriate funding for the CCU and regulations are current and relevant (10%).

30% CCU Approval Agencies (E)

- Evaluates CCU Recognized Approval Agency (Agencies) applications to verify compliance with Continuing Competency (CC) regulations and determine whether agencies are eligible for board recognition to approve CC course providers within the state.

- Conducts audits of Agencies to determine continued compliance, including evaluation of policies, procedures, provider qualifications, course content, and CCU course catalog maintenance.
- Makes recommendations to Agencies if approved policies, procedures, providers and/or courses are not found in compliance Board regulations. Recommend Agency withdraw to Board Members and take appropriate follow-up action based on outcome.
- Serve as expert consultant CCU liaison between Board and Agencies.

5% Reports (E)

- Research, analyzes, and compiles statistical data any anomalies/inconsistencies and present findings in writing and by presentation to PTBC staff, management and board members, including Board meetings. Maintains records in accordance with policy, procedure and Record Retention Schedule. Evaluates statistical data and collaborates with the PTBC's IT Liaison and Department of Consumer Affairs (DCA) to determine CCU report needs and execute solutions. Compiles reports and presents reports to stakeholders, including at Board meetings.

5% Act as Lead in absence of CCU Manager (E)

- Conducts basic on the job training for assigned duties. Assign CCU work under the general instruction of the unit manager. Prepares recommendations on CCU course of actions and make decisions on more complex audits, exemption applications, and approval agencies applications. Independently analyzes situations and take effective action.

B. SUPERVISION RECEIVED

The AGPA reports directly to and receives the majority of assignments from the SSM I; however, direction and assignments may also come from the PTBC's Executive Officer, or Assistant Executive Officer, when applicable.

C. SUPERVISION EXERCISED

None

D. ADMINISTRATIVE RESPONSIBILITY

None

E. PERSONAL CONTACTS

The AGPA interacts daily with peers, management, licensees, board members, consumers, employees of the DCA, approval agencies, course providers and other outside agencies. The AGPA must exercise good judgment and sensitivity in communication with individuals. The AGPA must be able to have an in-depth understanding of laws and regulations; utmost professionalism and tact; well-developed presentation skills and required to work in independent and team environments.

F. ACTIONS AND CONSEQUENCES

Failure to accurately analyze the information received regarding Continuing Competency, meet deadlines, or to accurately interpret pertinent laws, rules and regulations could results in a financial hardship for a licensee and could result in an unqualified licensee to continue to practice, which could lead to consumer harm.

G. FUNCTIONAL REQUIREMENTS

No specific physical requirements are present. The incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Travel throughout an assigned geographical area by various methods of transportation is required to attend Board and Committee meetings.

H. OTHER INFORMATION

Incumbent must possess good communication skills, use good judgment in working with consumers, licensees, board members, expert consultants, law enforcement agencies and other outside agencies, exercise creativity and flexibility in working with management in problem solving sessions, make effective use of time and resources available responsive to management needs.

Criminal Offender Record Information (CORI)

Title 11, section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with DCA's (CORI) procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name, Classification

Revision (3/2024)