

Department of Consumer Affairs

Position Duty Statement

HR-41 (Revised 7/2015)

Classification Title	Board/Bureau/Division
CEA A	Medical Board of California
Working Title	Office/Unit/Section / Geographic Location
Chief of Licensing	Licensing Program / Sacramento
Position Number	Name and Effective Date
629-160-7500-004	

Under the administrative direction of the Deputy Director of the Medical Board of California (MBC), the Chief of Licensing (CEA A), independently and through subordinate staff, is responsible for planning, organizing, and directing the operations of the Licensing Program. The incumbent is responsible for policy development, implementation, and evaluation of overall operations. The incumbent serves as principal advisor to the Executive and Deputy Director providing alternatives and recommendations regarding the program operations as required by the Legislature, Business, Consumer Services, and Housing Agency, or Department of Consumer Affairs (DCA) directive and has delegated authority to act on behalf of the MBC. Duties include, but are not limited to the following:

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

55% PROGRAM OVERSIGHT (E)

- Plans, organizes, and directs the activities of the Licensing Program (Licensing Section, Outreach & Education, Licensing Operations, and the Consumer Information Unit (CIU)) through directly supervising one Staff Services Managers I (SSM I) and one Staff Services Manager II (SSM II) that supervises four SSM I's. Provides indirect supervision to other Licensing Program staff responsible for evaluating applications for licensure, auditing continuing medical education, verifying license status, providing appropriate public information, answering phone calls and inquiries to the Board's main public phone line, and carrying out other necessary functions to implement the Board's policies and directives. **(30%)**
- Serves as a member of the MBC's Executive Staff: attending meetings, providing licensing –related information and input on board-wide policy issues and strategic planning. Assists the Executive Director in administrative and executive action. Informs and consults with the Executive and Deputy Director of critical and current issues. **(15%)**
- Prepares correspondence on complex and highly sensitive issues relating to licensing functions and the Board's mandate of the Licensing Program. **(5%)**
- Oversees Licensing Program resources, including staffing and budgetary oversight. **(5%)**

25% TECHNICAL ADVISOR (E)

- Serves as the primary link between the Board, public, consumers, and licensees in regards to all issues relating to the licensure of physician and surgeon and affiliated healing arts professions in the State of California. **(10%)**
- Maintains cooperative working relationships with MBC Executive Management, DCA, and other organizations to share information and coordinate operations using effective communication and interpersonal skills. Prepares high-level reports, using thorough staff work techniques, as requested by Executive Staff. Prepares written correspondence in order to provide responses to questions and issues posed by stakeholders, interested parties, the media, and members of the public. Prepares and delivers high-level presentations to stakeholders, including Deans of US and foreign medical schools, postgraduate training Program Directors and designated institutional officials, organizations including California Medical Association, agencies charged with regulating physicians, officials of other state licensing boards, physician and consumer groups, associations, organizations, etc. on both current and emerging licensing matters. **(10%)**

- Serves as the policy and technical advisor to Board Members. Responsible for the Board's Licensing Committee and the Application Review and Special Programs Committee by serving as the staff lead for the committees, which entails working closely with the committee chairs. Sets the agenda and identifies agenda items to be discussed during meetings. Identifies speakers to give presentations before the committees. Responsible for content of all items included in meeting packets. **(5%)**

20% POLICY DEVELOPMENT AND IMPLEMENTATION (E)

- Recommends adoption, amendment, or repeal of Board regulations and policies necessary to implement the provisions of the law. Analyzes proposed statutory changes and recommends new statutory changes to further the mission and goals of the Board. Develops, implements, and monitors new procedures to comply with legislatively mandated changes, departmental objectives, and changes in practices using change management strategies. Establishes and oversees the implementation of policies and procedures in order to ensure goals and objectives are consistent with the Board's mission and strategic plan. Provides input to the Board's strategic plan, in order to develop, ensure, and lead initiatives that advance the organization towards fulfilling its mission to protect health care consumers and to promote access to quality medical care. Implements and enforces the decisions of the Board. Ensures the Board's policies and directives are understood and used correctly.

B. Supervision Received

The Chief of Licensing (CEA A) is under administrative direction of the Medical Board's Deputy Director (CEA B).

C. Supervision Exercised

The Chief of Licensing has direct supervision of one SSM I and one SSM II and provides indirect supervision to subordinate Licensing Program managers and staff.

D. Administrative Responsibility

The Chief of Licensing is responsible, independently and through subordinate staff, for the planning, organizing, and directing of the operations of the MBC Licensing Program and staff, including responsibility as the principal advisor for policy development, planning analysis and evaluation of the overall operation of the MBC licensing program.

E. Personal Contacts

The Chief of Licensing has direct daily contact with Medical Board executive staff members, direct reporting staff and other Board employees. The incumbent has direct occasional contact with Board Members, Department of Consumer Affairs, Legislature, Deans of US and foreign medical schools, postgraduate training Program Directors, organizations including California Medical Association, and agencies charged with regulating physicians, and officials of other state licensing boards.

F. Actions and Consequences

If the Chief of Licensing does not perform the position's responsibilities and duties adequately: it may allow an unqualified applicant to be licensed, which can lead to consumer harm; it could lead to the untimely processing of license applications and a violation of the regulations; it could lead to a qualified licensee not being granted a license to practice creating a financial hardship or job loss; it could lead to the CIU conducting its job untimely and consumers and licensees would be unable to contact the board for answers and inquiries; and it could lead to the untimely review of applications and the inability of residents to enter training programs to which they have received acceptance.

G. Functional Requirements

As a Work Week Group (WWG) E employee, the incumbent is required to work, within reason, as many hours as necessary to accomplish their assignments or fulfill their responsibilities. The incumbent is expected to work an average of 40 hours per week, and may be required to work specified hours based on the business needs of the office. The incumbent works 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 is required to attend board and committee meetings held in various locations throughout California. Incumbent is required to travel by commercial carrier or auto whichever method is in the best interest of the State. Travel may be for one or several consecutive days.

H. Other Information

Incumbent must possess excellent writing and verbal communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to MBC Staff, Board and Committee Members and DCA management needs.

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 to DCA's (CORI) procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the incumbent/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.

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

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

Printed Name

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