

**Department of Consumer Affairs**

Exempt Position Duty Statement

HR-041E (new 1/2015)

<b>Exempt Employee's Name</b>	
<b>Classification Title</b> Executive Officer	<b>Board / Bureau / Commission / Committee</b> California Board of Occupational Therapy
<b>Exempt Level / Salary Range</b> O / \$8,630 - \$9,614	<b>Geographic Location</b> Sacramento
<b>Position Number</b> 647-110-9245-001	<b>Effective Date of Appointment</b>

Under the administrative direction of a seven-member Board, the Executive Officer of the California Board of Occupational Therapy (Board), is responsible for carrying out the mission and policies of the Board. The Executive Officer is the chief operating officer whose duties include overseeing all functions performed by the Board and promoting the primary mission of protecting the public's health, safety and welfare by ensuring the competency and qualifications of providers of Board-regulated services. Duties include, but are not limited to:

**A. Specific Assignments [Essential (E) / Marginal (M) Functions]**

**45% (E) POLICY DEVELOPMENT AND IMPLEMENTATION**

- Develops and implements policies and procedures for the efficient administration of Board programs; provides programmatic oversight including promulgating and interpreting policies established by the Board members.
- Identifies legislative and regulation needs, implements legislative mandates, and prepares and disseminates all required reports, analyses, and evaluations.
- Guides the Board through the sunset review process; reviews and evaluates, with the help of subordinate staff, the Board's strategic plan to ensure it is current with the ever-changing environment and the future needs of the Board in providing information to licensees, other health care providers and consumers.

**30% (E) PROGRAM MANAGEMENT**

- Develops industry-specific disciplinary guidelines; oversees the processing of applications for licensure or registration, ensuring that only qualified applicants are issued licensure or registration; manages and directs the Board's continuing education program.
- Oversees the handling of enforcement cases and the processing of complaints, investigations, prosecutions and disciplinary actions; provides for investigation of complaints, including approval and signing of legal documents such as Accusations, Statements of Issues, Stipulated Settlements, Interim Suspension Orders and others; monitors case flow and costs; advises on disciplinary guidelines; ensures adherence to Administrative Procedures Act timelines; and ensures appropriate implementation of all Board disciplinary decisions; meets and confers with departmental or outside legal agencies on cases; serves as the Board's spokesperson on board matters; maintains confidentiality in accordance with the Public Records Act.

- Provides guidance to staff, board members, professional organizations, and the public regarding the laws and regulations governing the functions of the Board. Proposes solutions to problems identified by members, staff, consumers, and licensees.

**20% (E) ADMINISTRATIVE OVERSIGHT**

- Acts as principal operations officer for the Board; manages and oversees personnel including recruitment, orientation, professional staff development and evaluation of staff; acts as the Board's final level in adverse actions and other personnel actions.
- Oversees the procurement and management of space, equipment, and supplies; approves expenditures as appropriate for efficient program operations; identifies need for augmentation of operating budget and ensures that all budget change proposals, and other fiscal documents are accurate and that they support the Board's goals and mission; represents the Board to the Department of Consumer Affairs, Department of Finance, and the Legislature on budgetary matters.

**5% (E) Board Liaison**

- Serves as the Board's liaison to a wide array of governmental and voluntary organizations; serves as liaison to professional organizations; participates and serves as Board's staff representative to various associations; represents the Board in meetings, negotiations, hearings, and other forums.

**B. Supervision Received**

The Executive Officer works under the administrative direction of the Board.

**C. Supervision Exercised**

The Executive Officer, through subordinate managers, has indirect oversight of analytical and clerical staff who work in the Administration, Enforcement and Licensing programs.

**D. Administrative Responsibility**

The Executive Officer has full delegation of authority over all policy, resource allocation, personnel and licensee disciplinary matters, including approval of legal documents such as Accusations, Statements of Issues, Stipulated Settlements, Interim Suspension Orders and others. The Executive Officer administers the provisions of the State Administrative Manual, and civil service laws and regulations.

**E. Personal Contacts**

The Executive Officer has close contact with Board and committee members regarding sensitive/complex consumer and licensee issues; the Department of Consumer Affairs, Department of Finance, Legislature, and Business, Consumer Services and Housing Agency regarding routine state business concerning the Board; other health care boards within the Department of Consumer Affairs; associations such as the Occupational Therapy Association of California, the American Occupational Therapy Association and the National Board for Certification in Occupational Therapy; and educational programs that train occupational therapy practitioners.

**F. Actions and Consequences**

Failure to perform duties adequately could result in the board not operating efficiently to deliver program services to employees thus affecting the ability of the Board employees to adequately perform their job duties which ultimately impacts the Board carrying out its mission to protect California healthcare consumers through proper licensure and enforcement of occupational therapists and occupational therapy assistants.

**G. Functional Requirements**

No specific physical requirements are required: 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 methods that are in the best interest of the State. Travel may be for one or several consecutive days.

**H. Other Information**

Incumbent must possess good 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 Board staff, Board and Committee members and DCA management needs.

**Criminal Offender Record Information:**

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 incumbent 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.

**Conflict of Interest:**

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 1, and within 30 days of leaving office.

**Oath of Office:**

This position also requires the incumbent to take an Oath of Office prior to appointment.

**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.)

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Employee's Signature

Date

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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.**

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Board President or Designee's Signature

Date

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Board President or Designee's Printed Name

**Revised: 4/2024**

**Approved by Search Committee August 2024**