

**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> Speech-Language Pathology and Audiology and Hearing Aid Dispensers Board
<b>Exempt Level / Salary Range</b> N / \$9,051 - \$10,085	<b>Geographic Location</b> Sacramento
<b>Position Number</b> 643-110-8993-001	<b>Effective Date of Appointment</b>

**General Statement:**

Under the administrative direction and leadership of the nine-member Speech- Language Pathology and Audiology and Hearing Aid Dispensers Board (Board), the Executive Officer serves at the pleasure of the Board and is responsible for carrying out the mission and policies of the Board. The Executive Officer is the chief administrative officer of the Board, managing the Board's resources and staff to ensure all functions performed by the Board promote the primary mission of protecting the public's health, safety, and welfare through ensuring the competency and qualifications of providers of speech-language pathology, audiology, and hearing aid dispensing services. The Executive Officer plans, directs, and evaluates the licensing and regulatory efforts of the Board; and is further responsible for interpreting and executing the intent of all Board policies to the public and to other governmental agencies. The responsibilities include:

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

**50% (E) Program Management to Execute Board Policy:**

Understands and complies with the overall policies, laws, and regulations of the Board and implements Board policies throughout the management of the Enforcement Program, Licensing Program, and Administrative Programs. Ensures that all Board efforts lead toward the successful accomplishment of Board goals.

Maintains an effective and efficient Enforcement Program which protects consumers of speech and hearing services from unlicensed, incompetent, grossly negligent, or otherwise dangerous practitioners. In doing this, the Executive Officer is responsible for ensuring that the annual enforcement budget is managed and maintained, oversees the production and distribution of press releases, approves and signs each accusation filed against licensees, and works with the Deputy Attorney General assigned to the case in directing the case through hearing or in developing any acceptable settlement pursuant to the Board's Disciplinary Guidelines (25%).

Maintains effective and efficient Licensing and Administrative Programs which ensures that competent and qualified individuals are licensed and renewed for licensure with the Board. Manages the Board's legislative program and efforts, including managing the Sunset Review process (20%).

Oversees the training and utilization of enforcement and examination experts, and oversees the utilization of Division of Investigation investigators, Deputy Attorneys Generals, and DCA legal staff. (5%).

**20% (E) Administrative Functions**

Acts as principal operations officer for the Board, plans, organizes and directs all Board administrative functions, including managing the Board's office; ensuring compliance with work guidelines and employee expectations as well as DCA policies and procedures; managing all personnel, including recruitment, orientation and training, staff development, supervision, and annual performance evaluation of the Board's staff; overseeing the

procurement and management of space, equipment, and supplies; keeping the Board apprised of budget developments, identifying needs for augmentation of the operating budget, and ensuring that all budget change proposals, finance letters, and other fiscal documents are accurate and support the Board's goals and mission (10%).

Directs and coordinates the implementation, on an annual basis, of a strategic plan which will ensure that the Board's mission of consumer protection is achieved (5%).

Continuously analyzes the resource needs of the Board's programs and develops the Board's budget each year. The Executive Officer represents the Board before the Department of Finance and the Legislature and approves major monetary expenditures and the redirection of funds (5%).

**15% (E) Legislation and Regulations**

Serves as the Board's primary legislative contact and advocate, and carries legislation either by obtaining an independent author, or by joining non-controversial items into the Department's or to a Legislative Committee's annual omnibus bill (5%).

Identifies, recommends, and as directed, seeks necessary changes to laws and regulations through proposed legislation and/or the Office of Administrative Law to address issues affecting consumers of speech and hearing services, the Board, licensees, and applicants (5%).

Develops and implements regulations adopted by the Board in compliance with the Administrative Procedures Act and legislatively mandated standards (5%).

**10% (E) Public Representative**

Serves as the chief media contact in representing the Board's actions and activities, and presents a professional and proactive image of the Board. Solicits and gives attention to problems and opinions posed by various stakeholder groups and individuals. Directs consumer outreach programs and public relations efforts (5%).

Represents the Board before the public and such bodies as the legislature, professional associations and health organizations, public interest groups, consumer and victims' groups, schools and educational institutions, and other entities which may be a stakeholder of the Board (5%).

**5% (E) Board Relations**

Functions as liaison between the Board, Board Committees, and Board staff, and keeps the Board informed of progress of Board programs on a regular basis. Serves as the administrative agent for the Board; providing administrative advice on issues the Board is considering and promptly responding to Board requests for information, preparing agendas for all quarterly Board meetings; ensuring the Board is provided with complete, clear, and accurate reports, minutes, and requested information in a timely manner. Acts as Board spokesperson at all meetings and hearings delegated by the Board. Creates professional and impartial relationships with Board members that maintain respect and trust and fosters openness and responsiveness to constructive suggestions or criticism.

**B. Supervision Received**

The Executive Officer serves under the administrative direction of the Board and reports directly to the Board Chair.

**C. Supervision Exercised**

The Executive Officer is delegated the authority by the Board to provide leadership and oversight for all Board programs and activities. The Executive Officer directly supervises the Assistant Executive Officer and Special Investigator.

**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 will have regular direct contact with members of the Board, licensees, applicants, DCA, Department of Finance, Legislature, and Business, Consumer Services and Housing Agency, and various employees from DCA and other agencies. The information exchanged may include sensitive/confidential information as well as information available through the Freedom of Information Act. The Executive Officer works directly with the Board's Chair and other Board Members, program staff, DCA staff and other state agencies. The Executive Officer is required to maintain a positive, professional working relationship with members of the industry, other state, and federal agencies, persons and entities regulated by the Board, and staff from the Board and DCA.

**F. Actions and Consequences**

Failure to perform duties adequately may delay licensing and enforcement actions which could result in a fiscal loss to the Board. Failure to properly ensure completion of Board responsibilities could result in the Board's inability to fulfill its mission-critical activities related to the regulation of the professions for the protection of the consumer public, and may result in direct patient harm and discredit to the Board.

**G. Functional Requirements**

The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week each year 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. The incumbent may spend 75%-85% of the working day using a personal computer. The position requires bending and stooping to retrieve files, walking, and occasional light lifting, up to 20-25 pounds. The ability to use a personal computer and telephone is essential. Regular attendance and punctuality are an essential part of this job. The incumbent is required to professionally and tactfully interact with the public and licensees, and use good judgment at all times. 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**

The 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, be responsive to Board needs, and represent the Board in a professional manner. The incumbent must also use strong interpersonal skills to support the achievement of the goals and objectives of the Board and maintain good working relationships with staff, governmental agencies and public entities, and Board stakeholders. This position has access to confidential or sensitive information related to consumers of Board services and/or employees of the Board. The individual occupying this position is expected to maintain the privacy and confidentiality of such information at all times.

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.)

\_\_\_\_\_  
Employee's 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.

\_\_\_\_\_  
Board President / Chairperson's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President / Chairperson's Printed Name

**Revised: 11/2024**