

**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> Respiratory Care Board
<b>Exempt Level / Salary Range</b> M / \$9,486 - \$10,567	<b>Geographic Location</b> Sacramento
<b>Position Number</b> 598-110-0838-001	<b>Effective Date of Appointment</b>

**General Statement:**

Under the administrative direction of a nine-member Board, the Executive Officer of the Respiratory Care Board (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 its primary mission of public protection. Duties include, but are not limited to:

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

**40% Program Management (E)**

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.

Oversees the processing of applications for licensure and renewal, ensuring only qualified applicants are issued licenses, and licensees meet all renewal requirements.

Oversees the probation monitoring program to maintain public protection by ensuring licensees placed on probation meet established terms and conditions, and pursuing appropriate action, including but not limited to issuing warning letters, Cease Practice orders, and/or pursuing subsequent disciplinary action.

**30% Administrative Oversight (E)**

Acts as principal operations officer for the Board; manages the Board's office; establishes personnel policy and procedures; manages all personnel, including recruitment, orientation and training, staff development, supervision, and annual performance evaluation of the Board's staff; oversees the procurement and management of space, equipment, and supplies; identifies need for augmentation of operating budget, and ensures that all budget change proposals, finance letters, and other fiscal documents are accurate and support the Board's strategic goals and consumer protection mandate.

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Directs and coordinates the implementation of the Board's strategic plan to ensure that the mission of consumer protection is achieved.

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.

#### **15% Legislation and Regulation / Policy Development (E)**

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 in line with the needs of the Board, and its stakeholders.

#### **10% Board Liaison (E)**

Functions as the administrative agent for the Board; prepares agendas for all Board meetings in accordance with the requirements of the Bagley Keene Open Meetings Act; serves as the Board's liaison to a wide array of governmental and professional organizations; participates and serves as Board's staff representative to various associations; represents the Board in meetings, negotiations, hearings, and other forums.

#### **5% Public Representative (E)**

Represents the Board before such bodies as the legislature, professional health organizations, public interest groups, consumer groups, schools, and other entities which may be a stakeholder of the Board.

Serves as the chief media contact in representing the Board's actions and activities, and presents a professional and proactive image of the Board.

#### **B. Supervision Received**

The Executive Officer reports directly to the members of the Respiratory Care Board of California.

#### **C. Supervision Exercised**

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

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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, and is responsible for managing the staff and fiscal resources of the Respiratory Care Board.

E. Personal Contacts

The Executive Officer frequently interprets and elucidates the Board's laws and regulations, protocols, and policies. The Executive Officer also represents the Board before professional and health organizations, other State, local, or Federal governmental agencies, health organizations, consumer groups, insurance organizations, health facilities, and other regulatory agencies to provide information regarding the Board's practice act, programs, and policies. The incumbent also solicits support on issues affecting the Board and obtains information for feedback to the Board as needed.

F. Actions and Consequences

Failure to properly administer the Board's programs could result in ineffective and inefficient internal operations and could adversely impacting the respiratory care profession and its consumers.

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. 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

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, and be responsive to Board needs.

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.

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

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(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 Signature

Date

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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.**

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Board President's Signature

Date

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Board President's Printed Name

Revised: 12/2024