

Department of Consumer Affairs
 Exempt Position Duty Statement
 HR-041E (new 1/2015)

Exempt Employee's Name	
Classification Title Executive Officer	Board / Bureau / Commission Dental Board of California
Exempt Level / Salary Range None / \$12,261 - \$13,653	Geographic Location Sacramento
Position Number 624-110-8840-001	Effective Date of Appointment

General Statement: Under the general direction and leadership of the 15-members of the Dental Board of California (Board), the Executive Officer (EO) functions as operations officer for management of the Board's resources and staff. The EO is further responsible for interpreting and executing the intent of all Board policies. This position is an at-will position and the incumbent serves at the pleasure of the Board. The duties include, but are not limited to, the following:

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

30% (E) Acts as principal operations officer for the Board; manages all Board offices; oversees the procurement and management of space, equipment, vehicles, 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 that they support the Board's goals and mission; oversees the development of the Board's strategic plan; implements Board-approved policies and actions; confers with attorneys and administrators on issues requiring policy decisions and legal interpretations; maintains overall responsibility for managing all personnel, including recruiting, orientation, training, motivating, evaluating, and managing staff through subordinate supervisors, and professional staff development and evaluation of senior level staff.

30% (E) Functions as administrative agent for the Board; coordinates and manages all Board, Council, and Committee meetings; sees that all meetings and hearings are noticed to the public and follows proper administrative procedures; ensures compliance with the Open Meetings Act; prepares agendas and minutes for all Board meetings and committee meetings; acts as Board spokesperson at all meetings and hearings as delegated by the Board and Council; coordinates and manages all Board communications; serves as liaison between Board, Council, Committees, and staff; conducts orientation for new Board members; informs, advises and consults the Board on programs and activities administered by staff; oversees the processing of applications for licensure, permits or registration, ensuring only competent applicants are issued licensure, permits or registration; manages and directs continuing education, program and course approvals; oversees the administration of examinations for providers of Board services to ensure compliance with applicable statutes, regulations, and policies; coordinates periodic occupational analyses and examination validation studies.

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25% (E) Oversees the handling of enforcement cases, the processing of complaints, investigations, and all prosecution and disciplinary actions performed by the Office of the Attorney General, and Office of Administrative Hearings; provides for the preparation of accusations or statements of issue; signs final accusations; consults with deputy attorney general on complex cases; monitors flow of cases and costs; advises Office of the Attorney General and hearing officer of Board's Disciplinary and Denial Guidelines; ensures that Administrative Procedure Act timelines are followed and that all Board disciplinary decisions are appropriately implemented; meets and confers with outside legal agencies on cases; serves as Board's liaison to media and public on all publicized cases; ensures that the Board's diversion and citation and fine programs are in compliance with its mandates and operating pursuant to Board policies and procedures. Maintains confidentiality of information and records in accordance with Public Records Act.

10% (E) Responsible for interpretation and execution of applicable Business and Professions Codes, California Code of Regulations, and all Board policies and guidelines related to the operation of the Board; seeks wide dissemination of the above information in a structured manner through informational hearings, workshops, and seminars conducted by Board staff and members; seeks legal counsel from the Department of Consumer Affairs in carrying out the above activities; advocates on behalf of consumers and the Board.

Responsible for the regulatory change process from notice of hearing to implementation of approved regulations; provides for initial and continued approval of programs; implements legislation and legislative mandates; identifies the need for new legislation; recommends modification of existing statutes or regulations to conform to Board policy; reviews drafts of specific language to effect statutory or regulatory change; oversees the preparation of author's statements and fact sheets; obtains authors for legislation, as needed; testifies before legislative committees and at public hearings regarding Board policies, programs, and activities; oversees and ensures compliance with all aspects of the legislative and rulemaking processes and the Administrative Procedure Act; prepares the sunset review report to the Legislature as required by law.

5% (E) Disseminates information concerning the Board's licensure act (Business and Professions Code Section 1601, et. seq.), regulations and policies before professional associations, other governmental agencies, dental school administrators and consumer groups; acts as the Board's designated spokesperson when responding to inquiries from the media, state agencies and other interested groups; 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.

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B. Supervision Received

The incumbent serves under the administrative direction of the Board and reports directly to the Board President.

C. Supervision Exercised

The incumbent is delegated the authority by the Board to provide leadership and oversight for all Board programs and activities. The incumbent directly supervises the Assistant Executive Officer, Dental Consultants, Staff Services Manager I (Specialist), and Supervising Investigator II. The incumbent has indirect oversight over Dental Assisting License and Program Compliance, Licensing and Examination Division, Administration and Compliance Division, and Enforcement Division.

D. Administrative Responsibility

The incumbent is responsible for all administrative and fiscal functions and aspects of the Board.

E. Personal Contacts

The incumbent has regular contact with all levels of Board staff, DCA Executive Management and staff, legislators, the Governor's Office, members of the public and members of the trade and industry groups.

F. Actions and Consequences

Failure to effectively execute the duties of the position can lead to barriers to licensure and lack of consumer protection of those seeking dental service treatment. Further, adverse consequences include litigation and loss of trust by the public, including the California State Legislature and Governor.

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. No specific physical requirements are present. The incumbent works in an office setting with artificial light and temperature control. Daily access to and use of a personal computer and telephone are essential. Sitting and standing requirements are consistent with office work. This position requires quarterly travel including overnight travel by all available transportation methods.

H. Other Information

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

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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.

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.

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 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 / or Designee's Signature

Date

Board President / Chairperson / or Designee's Printed Name

Revised and adopted by the Board at the February 6, 2025 Board Meeting.