



**MEDICAL BOARD OF CALIFORNIA
INVITES APPLICATIONS FOR THE POSITION OF
EXECUTIVE DIRECTOR
629-110-7003-001
\$11,904.00 – \$13,264.00 (per month)**

The mission of the Medical Board of California (Board) is to protect health care consumers through the proper licensing and regulation of physicians and surgeons and certain allied health care professionals and through the vigorous, objective enforcement of the Medical Practice Act, and to promote access to quality medical care through the Board's licensing and regulatory functions. For more information about the Board, please visit: www.mbc.ca.gov.

The Board is looking for a talented and exceptional Executive Director to take the helm of a high performing team to support and carryout the mission of the Board. The position requires a dynamic leader with demonstrated executive-level experience who can exhibit strong interpersonal and mentoring skills, including promoting a high-performance culture where employees are motivated and enabled to perform to their greatest potential.

The Executive Director, with the approval of the Department of Consumer Affairs' (DCA) Director, is appointed by the Board and serves at its pleasure. This position is exempt from civil service and is located in Sacramento, California. Starting salary and raises are subject to approval from the Governor's Office, the Business, Consumer Services and Housing Agency and the California Department of Human Resources.

The Executive Director is responsible for carrying out the policy directives of the 15-member Medical Board and for planning, organizing, and directing the activities of the Board in the areas of administration, licensing, enforcement, and consumer and industry outreach. The Executive Director maintains and enforces the overall policies established by the Board relating to Board programs, under the authority of Business and Professions (B&P) Code sections 2000, *et. seq.* You can find additional information about the position in the duty statement, attached to this recruitment announcement.

Desirable Qualifications and Experience

- Administrative experience with government operations and processes, including legislation, regulations, budgeting, personnel, and equal employment opportunity

- Progressive experience with executive-level leadership, management, and problem-solving, especially past success in working for a board and/or commission on complex issues
- Familiarity with the Medical Practice and Administrative Procedure Acts. Regulatory and/or enforcement experience and knowledge of current consumer issues facing the board or other like healing arts boards, commissions and/or committees
- Experience establishing, promoting, and maintaining cooperative working relationships with representatives of all levels of government, the public and special interest groups
- Experience working with and/or in taking direction from a board, committee, or commission
- Ability to work within a large organizational or governmental structure
- Legislative or lobbying experience and/or coordination, testifying before legislative committees, and familiarity with the sunset review process
- Ability to think strategically and creatively, work well under pressure, and meet deadlines
- Ability to promote internal and external teamwork and cross-functional collaboration and communication in support of an organization's mission and goals
- Experience with public speaking and ability to deliver speeches and presentations on sensitive, technically complex and controversial subject matters, in front of diverse audiences including the public
- A consultative approach to problem solving and the ability to facilitate coalition building; and
- A baccalaureate degree from an accredited college or an advanced or professional degree in public policy, administration, political science, or related field preferred.

Special Requirements

Conflict of Interest Filing - This position is subject to Title 16, section 3830 of the California Code of Regulations, the DCA 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.

Criminal Offender Record Information (CORI) - Title 11, section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to 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.

Interested Persons Must Submit the Following

- 1) Statement of Qualifications, not to exceed **three (3)** pages, single-sided, that specifically addresses the Desirable Qualifications and Experience section outlined above;
- 2) A State application ([Std 678](#));
- 3) A resume or curriculum vitae; and
- 4) Minimum of **three (3)** letters of professional reference.

Filing Instructions

Application packages may be submitted via U.S. Postal Service mail or hand delivery to:

Department of Consumer Affairs
Office of Human Resources
1625 North Market Blvd., Suite N-321
Sacramento, CA 95834
Attn: **Misty McDaniel**

Application packages submitted via U.S. Postal Service must be postmarked on or before the final filing date. Application packages submitted via hand delivery must be delivered to the Office of Human Resources by 5:00 p.m. on the final filing date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Application packages may also be submitted electronically via CalCareers at www.jobs.ca.gov for Job Control (JC) XXXXX. Application packages submitted via CalCareers must be received by 11:59 p.m. Pacific Standard Time on the final filing date.

The final filing date for this recruitment is **DATE.**

For further information or questions regarding the position or application process, please contact Misty McDaniel, Department of Consumer Affairs, Office of Human Resources at (916) 659-7066 or via email at misty.mcdaniel@dca.ca.gov.

All applications will be screened and only the most qualified candidates will be scheduled for a preliminary interview. Finalists will be invited to a full Board interview at a Board meeting. Travel expenses for these interviews are the responsibility and at the expense of each candidate. Upon being contacted for interviews, it is the candidate's responsibility to notify the interview scheduler of any need for reasonable accommodation to participate in the interview. You may direct any additional

questions regarding reasonable accommodations or Equal Employment Opportunity (EEO) for this position to the Department's EEO Office at (916) 574-8280.

The State of California and Department of Consumer Affairs is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.