

Department of Consumer Affairs

Exempt Position Duty Statement

HR-041E (new 1/2015)

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| Exempt Employee's Name | |
| Classification Title Executive Director | Board / Bureau / Commission / Committee Medical Board of California |
| Exempt Level / Salary Range F / \$11,904.00 - \$13,264.00 | Geographic Location Sacramento |
| Position Number 629-110-7003-001 | Effective Date of Appointment |

General Statement:

Under the administrative direction of the 15-member Board, the Executive Director is responsible for overseeing all aspects of the daily operations of the Medical Board of California (Board), delivery of program services and compliance with statutes. The Executive Director works collaboratively with the Director of the Department of Consumer Affairs (DCA) to interpret and execute the intent of Board policies in a way that ensures the public is protected and Board mandates and strategic plan are met and accomplished. Specific responsibilities include, but are not limited to, the following:

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

30% Policy Development and Implementation (E)

- Through subordinate managers and supervisors, oversees the development, implementation and evaluation of the full range of Board policies, procedures and functions. Examines trends and developments in the regulation of health professions and recommends policies and procedures to the Board for their consideration. Oversees the research and analysis of issues affecting the Board and its licensees, and approves staff work products prior to their submission to the Board.
- Directs the preparations for quarterly Board meetings and meetings of the Board's standing committees. Arranges for speakers, presenters and witnesses on a variety of issues before the Board to assure that the views of all concerned individuals and groups are fairly presented to the Board. Directs the preparation of agendas and minutes of all meetings, and through subordinate managers and supervisors, implements all actions and decisions of the Board.

25% External Affairs (E)

- Functions as principal spokesperson for the Board in its relations with other governmental agencies, professional organizations, medical schools, consumer organizations, other state medical boards, and the media. Makes speeches and presentations to numerous organizations, provides media interviews on regulatory, disciplinary and policy issues, and responds to the most sensitive public contacts on behalf of the Board.
- Represents the Administration, Business, Consumer Services and Housing Agency, and the DCA as appropriate on matters relating to the regulation of health professions.
- Through the Chief of Legislation and Public Affairs, responds to all media contacts with the Board, providing factual information, Board policy, legal considerations, and Board

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positions on the full range of issues. Personally, responds to the most sensitive inquiries, including those with political ramifications.

20% Enforcement and Licensing (E)

- Interprets and ensures compliance with the Medical Practice Act; ensures policies and procedures in the Administrative Procedure Act are followed; reviews and signs accusations, statement of issues, settlements and other delegated legal and enforcement documents; works closely with the Office of Attorney General on settlement authority; and serves as liaison with the Chief, Division of Investigation, Office of Attorney General, and other state and national regulatory authorities regarding the enforcement of the Medical Practice Act.
- Ensures that strategic licensing performance measures are met and that the administration of all licensure activities is complete in an efficient and effective manner; ensures the enforcement of the terms and conditions of probation for each probationer and recommends further disciplinary action if noncompliance is discovered. Responsible to be knowledgeable of innovative, technological and other practices and trends to oversee the facilitation of critical statutes, regulations and policies with respect to changes in the healthcare field and corresponding licensing and qualification requirements.

10% Legislation (E)

- Identifies issues requiring legislative action and directs the development of fully researched and documented legislative proposals for presentation to the Board.
- Meets and confers with professional associations, top level management of other governmental agencies, and consumer groups to identify and resolve issues relating to Board-sponsored and Board-impacting legislation. Solicits the support of these groups for Board-sponsored legislation.
- Testifies before committees of the legislature.

10% Fiscal Management of Board (E)

- As Executive Director, has delegated responsibility for prudent oversight and management of the Board's resources, develops program's budget, tracks revenue and expenditures, implements cost saving measures, maintains accurate tracking of assets including vehicles, equipment, leased space, computer assets and Board records. Oversees, through subordinate staff, the preparation of monthly revenue and expenditure statements, and management reports to assure efficient control of Board finances. Identifies potential fiscal issues through long-range projections, and recommends solutions including legislative solutions to the Board. Implements the actions approved by the Board.

5% Personnel and Performance (E)

- Has full delegated authority from the Board to approve recruitment, hiring, retention and evaluation of all Board staff and personally evaluates the performance of all direct reports.
- Through subordinate staff, develops organizational structures, reporting relationships, and assignment of all staff.

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B. Supervision Received

The Executive Director reports directly to the Board President and receives the majority of assignments from the Board.

C. Supervision Exercised

The Executive Director directly supervises a Deputy Director, Chief of Legislation and Public Affairs and rank-and-file personnel that includes an attorney, medical consultant and analyst. The Executive Director indirectly supervises subordinate staff through the Deputy Director and Chief of Legislation and Public Affairs.

D. Administrative Responsibility

The Executive Director manages Board resources, programs and personnel. The incumbent has full delegated authority to act on behalf of the members of the Board in the full range of policy and administrative duties.

E. Personal Contacts

The Executive Director will have regular direct contact with Board members, various DCA employees and other agencies, Attorney General's Office, Department of Justice, and Office of Administrative Hearings. The incumbent has direct occasional contact with other state agencies; Business, Consumer Services and Housing Agency; Governor's Office; Legislators; California Medical Association; and other health related associations. The information exchanged will include sensitive/confidential information. Daily, the Executive Director will respond to inquiries from the general public by telephone, e-mail or in writing. In addition, the Executive Director works directly with the Board's President and other Board members, program staff, DCA staff and other state agencies.

F. Actions and Consequences

The responsibilities of this position have widespread political and health and safety consequences significantly impacting the healthcare consumers in California. The judgment exercised and the decisions made determine the efficiency and effectiveness of the Board's regulatory function and has a significant impact on the operations of the Board, California's healthcare consumers, physicians and surgeons, and certain allied healthcare professionals. If the Executive Director does not perform the position's responsibilities and duties adequately, the Board would not be upholding the mission to protect consumers through proper licensing and regulation of physicians and surgeons and certain allied healthcare professionals and through the vigorous, objective enforcement of the Medical Practice Act. Thus, California healthcare consumers may receive improper care and be at risk to be harmed, maimed or killed at the hands of an unqualified physician and surgeon or allied healthcare professional.

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 throughout California, and possibly throughout other states as authorized, to attend various meetings, symposiums and various healthcare

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associations. Incumbent is required to travel by various methods of transportation. Travel may be for one or several consecutive days.

H. Other Information

Incumbent must possess excellent writing and verbal 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. The incumbent must maintain current knowledge and information about a wide variety of issues and topics that impact or relate to the Board's functions or policies. Additionally, 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 Executive Director requires a good work ethic, diplomacy, maturity, excellent communication, interpersonal and writing skills, analytical and problem-solving skills, and attention to detail. The incumbent should be knowledgeable of the activities of regulatory programs (licensing and enforcement), administrative services functions (budget process, personnel, information technology and business services) and the legislative process. The position requires ability to develop and implement policies and procedures, evaluate operations program policies, manage large programs and professional staff and work closely with Board members, licensees, and consumer groups. Knowledge and proficiency in the use of personal computers and standard office software is required.

The incumbent regularly deals with highly sensitive and confidential issues and/or with materials that may be explicit or graphic. The position participates in critical negotiations affecting California healthcare consumers. The incumbent is expected to maintain privacy and confidentiality of documents and topics pertaining to individuals or to sensitive investigative matters at all times. The incumbent is required to work with priorities and deadlines changing continually.

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 to DCA's (CORI) procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position 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.

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

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 1st, and within 30 days of leaving office.

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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 Board President. If unsure of a need for reasonable accommodation, inform the Board President, 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

Adopted by the Board at February 2023 Board meeting