



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.

Board of Vocational Nursing and Psychiatric Technicians

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Proposed Executive Officer Duty Statement: Current statement with current statutory requirements, revised to include Educational Division oversight.

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Exempt Employee's Name	
Classification Title Executive Officer	Board / Bureau / Commission / Committee Board of Vocational Nursing and Psychiatric Technician
Exempt Level / Salary Range	Geographic Location Sacramento
Position Number 637-110-8906-001	Effective Date of Appointment

General Statement:

Under the general direction of the 11-member Board, the Executive Officer (EO) is responsible for overseeing all aspects of the Board's regulatory requirements in the State of California which includes licensure and certificates; educational programs; development, supervision and administration of examinations; and enforcement of the Vocational Nursing Practice Act (Chapter 6.5) and Psychiatric Technician Law (Chapter 10) of the California Business and Professions Code. The EO works collaboratively with the Director of the Department of Consumer Affairs (DCA) to interpret and execute the intent of the 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% Managerial and Administrative (E)

Act as principal operations officer for the Board; establish short and long term personnel goals that underscore succession planning and training; manage all personnel including recruitment, orientation, staff development through Individual Development Plans (IDPs) and evaluation; develop long term fiscal and budgetary goals and strategies and; identify resource needs.

20% Board Liaison (E)

Function as administrative agent for the Board. Coordinate and manage all Board and Committee meetings. Prepare agendas and minutes for all Board meetings and committee meetings; act as Board spokesperson at all meetings and hearings as delegated by the Board; serve as liaison between Board, Board Committees and staff; conduct orientation for new Board members and facilitate annual transition of Board Committee assignments and election of new officers; follow proper administrative procedure for noticing meetings and hearings. Inform, advise, and consult Board on programs and activities administered by staff. Implement all Board-approved policies and actions. Ensure full compliance with the Open Meeting Act.

20% Program Management – Licensing, Enforcement, Education and Examinations (E)

Develop industry-specific disciplinary guidelines. Oversee the processing of applications for licensure or registration, ensuring that only qualified applicants are issued licensure or registration.

Approve schedule for visitation of approved school programs. Review and approve new proposed school programs. Provide consultation to administrators and faculty to enhance or revise curricula development and utilization of clinical resources. Issue certificates of

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approval and provisional approval, interprets vocational nursing and psychiatric technician statutes and regulations, clarifies and interprets telephone and written inquiries regarding vocational nursing and psychiatric technician scope of practice issues and ensures that the ongoing approved activities of community colleges and universities, private schools, skill centers, Regional Occupation Programs (R.O.P.) and adult schools is consistent with Board statutes and regulations.

Oversee the handling of enforcement cases and the processing of complaints, investigations, prosecutions and disciplinary actions performed by the Office of Attorney General, Division of Investigation and Office of Administrative Hearings. Provide for investigation of complaints, including preparation of accusations or statements of issue and initiating, directing and evaluating administrative and/or criminal investigations; approve and sign final accusation; monitor case flow and costs; advise Attorney General's Office and hearing officer of Board's disciplinary guidelines; ensure adherence to Administrative Procedures Act timelines; and ensure appropriate implementation of all Board disciplinary decisions. Meet and confer with outside legal agencies on cases; serve as Board's spokesperson on all cases. Maintain confidentiality in accordance with the Public Records Act.

Oversee the administration of examinations to ensure compliance with applicable statutes, regulations and policies. Coordinate periodic occupational analysis and examination validation functions.

15% Legislation and Regulations (E)

Identify the need for new legislation; recommend modification of existing statutes or regulations. Prepare and analyze legislative proposals to effect statutory or regulatory change; facilitate legislative author's research in preparation of statements and fact sheets. Obtain independent author for legislation, as needed. Provide testimony before legislative committees and public hearings regarding Board policies, programs and activities. Oversee and ensure compliance with all aspects of the legislative and rule-making processes and the Administrative Act. Prepare the sunset review report. Interpret and execute the Business and Professions Code and all Board policies and guidelines related to the Board; seek legal counsel from the DCA in executing the above duties.

15% Public Contact (E)

Serve as Board liaison to a wide array of government, professional and volunteer organizations; participate and serve as Board representative to professional organizations. Disseminate accurate and timely information via available communication tools and resources, including the department website and Internet social media venues regarding the Board's licensure act, regulations and policies, and general consumer awareness information. Serve as liaison to professional associations, other government agencies, nursing organizations, school administrators, students, consumer groups and the general public.

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B. Supervision Received

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

C. Supervision Exercised

The EO directly supervises one Career Executive Assignment (CEA) and contracted consultants, and inspectors, and the EO may also indirectly supervise subordinate staff through a subordinate supervisor.

D. Administrative Responsibility

The EO manages Board resources, programs and personnel through a subordinate manager.

E. Personal Contacts

The EO will have regular direct contact with licensees, LVNs, PTs, members of the Board of Vocational Nursing and Psychiatric Technicians, and various DCA employees and other agencies. The information exchanged will include sensitive/confidential information. On a daily basis, the EO will respond to inquiries from the general public by telephone, e-mail or in writing. In addition, the EO works directly with the Board's President and other Board Members, program staff, DCA staff and other state agencies.

F. Actions and Consequences

Failure to complete assigned duties in a timely manner 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 this profession for the protection of the consumer public, and may result in direct patient harm and discredit to the Board.

G. Functional Requirements

The EO works 40 hours per week in an office setting, with artificial light and temperature control. The EO 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 EO is required to professionally and tactfully interact with the public and licensees, and use good judgment at all times.

H. Other Information

The EO 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 EO 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. 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

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maintain the privacy and confidentiality of such information at all times. Travel is required to attend various meetings. The EO will travel by whichever method, commercial carrier or automobile, is in the best interest of the State. Travel may occur for one or several consecutive days.

Pursuant to Business and Professions Code, Section 2847(b), "the person selected to be executive officer of the Board shall be a duly licensed vocational nurse under this chapter, a duly licensed professional nurse as defined in Section 2725, or a duly licensed psychiatric technician."

This position has access to 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, incumbents in this position will be required to submit fingerprints to the Department of Justice and be cleared prior to appointment.

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

Additionally, this position is subject to the Department of Consumer Affairs' Conflict of Interest Code (16 CCR § 3830) and the incumbent must file a Statement of Economic Interests Form upon appointment, annually, and upon separation.

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 Signature

Date

Board President / Chairperson's Printed Name

(Revised: July 2015)