

# Agenda Item #14.A.3.



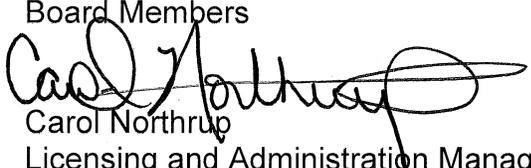
BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.

**Board of Vocational Nursing and Psychiatric Technicians**  
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DATE: May 2, 2016

TO: Board Members

FROM:   
Carol Northrup  
Licensing and Administration Manager

SUBJECT: Staffing Update

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## New Employees

- *Staff Services Analyst (SSA) – Complaints* – This SSA position was filled by Matt McLean on February 1, 2016. Mr. McLean previously served as Probation SSA for the Board. In his new role, Mr. McLean will evaluate incoming complaints in the Enforcement Division.
- *Officer Assistant (OA) – Mailroom* – This OA vacancy was filled by Mark Jaramillo on January 4, 2016. Mr. Jaramillo transferred from DGS where he served as custodian. Prior to this, he worked for twenty years with Save Mart. Mr. Jaramillo will assist in the mailroom and in the Licensing Division.
- *Office Technician (OT) - Cashiering* – This OT vacancy was filled by Vicky Saavedra effective February 16, 2016. Ms. Saavedra is new to state service, her prior position was a Case Manager with Assura Wholesaler. This OT position will perform the duties as a PT cashier for the Board.
- *Executive Officer (EO) – Executive* – The EO vacancy was filled by Kameka Brown effective March 2, 2016. Dr. Brown is new to state service, her prior position was Chief Nurse with US. Department of Veterans Affairs. The Executive Officer position will serve as strategic and operational lead for the Board.
- *Special Investigator (SI) – Enforcement* – This SI vacancy was filled by Shari Morales on February 25, 2016. Ms. Morales transferred from BPPE where she served as an Inspector (AGPA). Ms. Morales will serve as a SI with Enforcement performing background investigations.

## Departures

Melissa Pease worked as a Staff Services Analyst in the Complaints Unit researching investigations related to both licensee complaints and applicant enforcement cases. She promoted to an Associate Governmental Program Analyst (AGPA) position at the Department of Insurance. Her last day with the Board was March 25, 2016.

Rochelle Sherbert worked as an Office Technician at the public counter answering telephones and assisting applicants and licensees. She promoted to a Staff Services Analyst (SSA) position at the Department of Social Services. Her last day with the Board was March 1, 2016.

## Vacancies

Board staff has initiated the recruitment process for the positions noted below:

### Administration/Licensing

- *Chief Executive Assistant (CEA)* – The Request for Position Action is pending approval to fill this vacancy by the Office of Human Resource.
- *Staff Services Analyst (SSA) – Evaluations International (new)* – The Request for Position Action is pending approval to fill this vacancy by the Office of Human Resource.
- *Associate Governmental Program Analyst (AGPA) – Administration Regulations/Legislation (new)* - The Request for Position Action is pending approval to fill this vacancy by the Office of Human Resource.
- *Office Assistant (OA) – Licensing Mailroom (new)* - The Request for Position Action is pending approval to fill this vacancy by the Office of Human Resource.
- *Office Technician (OT) – Public Counter* – pending CORI clearance.
- *Office Technician (OT) – Public Counter (new)* – pending CORI clearance.

### Enforcement

- *Staff Services Analyst (SSA) – Complaints (posted hire for M. Pease)* - Pending applications being released into ECOS.
- *Program Technician II (PT II) – Probation (posted hire for K. Narine)* – Pending applications to be released into the Exam and Certification Online System (ECOS) for review and selection.
- *Associate Governmental Program Analyst (AGPA) – Discipline (new, redirected the Supervising Special Investigator)* - Pending interview dates.

### Education

- *Nursing Education Consultant (NEC)* – 2 positions pending applications to be released into ECOS for review and selection.
- *Staff Services Analyst (SSA) – Education (new, reclassify a Management Services Technician)* – Pending revised Duty statement.