



DATE: August 15, 2017

TO: Board Members

FROM:

Rochelle Johnson
Licensing Program Manager

SUBJECT: *Staffing Update*

New Employees/Promotions:

➤ **Licensing Division.**

A. Support Services:

- Christopher Perlot, Office Technician (Cashiering) - Started on: July 24, 2017
- Carli Gonzales, SSA/AGPA Retired Annuitant- Offer made and accepted on July 18, 2017. Start date is August 14, 2017

➤ **Enforcement Division.**

• **Enforcement Chief.**

Brian Vu, Staff Services Manager II - Started on July 26, 2017.

• **Complaints Unit.**

1. Kelli Williams, Staff Services Manager I – Started on August 2, 2017.
2. Angeline Gonzales, Office Technician- Start date September 5, 2017.

• **Discipline Unit.**

Jay Prouty, Staff Services Manager I - Started on July 13, 2017.

• **Investigations Unit:**

Nicole Novoa, Special Investigator-Exercised her right to return on July 5, 2017.

Vacancies:

- **Assistant Executive Officer** - Desirable Qualifications Defined; Applications screened; Qualified Candidates Identified; Interviews Pending.

➤ **Licensing Division.**

- **Evaluations Unit:**

1. Associate Governmental Program Analyst - (Leg/Regulations Analyst). Screened Applications, interviews conducted August 7, 2017. Candidate selected and sent to HR for approval.
2. Management Services Technician- Position reclassified to Staff Services Analyst. August 3, 2017 - Duty statement and justification approved by DCA HR. Position posted August 8, 2017. Final Filing Date August 24, 2017.

- **Support Services Unit.**

1. Associate Governmental Program Analyst/Staff Services Analyst- (Board Analyst). Position re-posted on August 18, 2017. Final Filing Date September 1, 2017.
2. Staff Services Analyst/Associate Governmental Program Analyst (HR Liaison) -Interviews being held on August 10, 2017. Candidate selected, forward to HR for approval.
3. Office Technician - (Cashiering-New Position) Job posted. **Final Filing Date:** July 20, 2017. Anticipate interviews end of August.
4. Office Services Supervisor III- Package submitted to HR to advertise job posting on August 23, 2017.

➤ **Enforcement Division.**

A. Complaints Unit:

1. Staff Services Analyst – RPA package re-submitted to DCA HR on August 4, 2017. Pending approval.

B. Discipline Unit:

1. Management Services Technician– Internal Candidate selected. Started August 14, 2017. (Promotion).
2. Staff Services Analyst- Applications screened. Conducted first set of interviews on August 3, 2017

C. Investigations Unit:

1. Supervising Special Investigator- Selected candidate, did not meet MQs per DCA Human Resources. Vacancy re-advertised for 5 days. **Final Filing Date:** August 8, 2017.
2. Special Investigator – Posted June 27, 2017. Anticipate interviews in beginning of August. **Final Filing Date:** August 8, 2017.

➤ **Education Division:**

1. Nursing Education Consultant Limited Term – Applications screened, pending interview dates.
2. Nursing Education Consultant – July 10, 2017. Four (4) applications received. Pending interviews.
3. Supervising Nursing Education Consultant (Limited Term) - Position advertised on June 19, 2017. Applications screened; Pending interviews.