STATE OF CALIFORNIA
DEPARTMENT OF CONSUMER AFFAIRS

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

BOARD OF PSYCHOLOGY
1625 N. Market Blvd., N-215, Sacramento, CA 95834
P (916) 574-7720 F (916) 574-8671 www.psychology.ca.gov

MEMORANDUM

DATE	February 9, 2015
TO	Psychology Board Members
FROM	Antonette Sorrick Executive Officer
SUBJECT	**Draft Executive Officer Duty Statement – 21 (b)**

Background:
Attached is an updated draft EO Duty Statement for review.

Action Requested:
Board ratification of draft duty statement.

Department of Consumer Affairs
Position Duty Statement
HR-041 (new 5/04)

Classification Title Executive Officer	**Board/Bureau/Division** Board of Psychology
Working Title Executive Officer	**Office/Unit/Section / Geographic Location** Board of Psychology / Sacramento
Position Number 601-110-9002-001	**Effective Date**

Under the general direction and leadership of the 9-member Board, the Executive Officer functions as the chief administrative officer for management of the Board's resources and staff. The Executive Officer plans, directs, and evaluates the licensing and regulatory efforts of the Board; and is further responsible for interpreting and executing the intent of all Board policies to the public and to other governmental agencies. These activities include:

A. SPECIFIC ASSIGNMENTS

50% Program Management (E)

Maintains an effective and efficient Enforcement Program which protects consumers of psychological services from unlicensed, incompetent, grossly negligent, or otherwise dangerous practitioners. In doing this, the Executive Officer is responsible for ensuring that the annual enforcement budget is managed and maintained, oversees the production and distribution of press releases, approves and signs each accusation filed against licensees, and works with the Deputy Attorney General assigned to the case in directing the case through hearing or in developing any acceptable settlement pursuant to the Board's Disciplinary Guidelines (20%).

Maintains an effective and efficient Licensing and Administrative Program which ensures competent, qualified individuals are licensed and renewed for licensure with the Board. In doing this, the Executive Officer is responsible for oversight of both including staffing, training, and budgeting is managed and maintained (20%).

Directs and coordinates the implementation of the Board's committee work. Those committees are: Licensing, Policy and Advocacy, and Outreach and Education (5%).

Oversees the training and utilization of enforcement experts, examination experts, investigators, Deputy Attorneys General, Consumer Services Representatives, and DCA legal staff (5%).

20% Administrative (E)

Acts as principal operations officer for the Board; manages Board offices; establishes personnel policy and procedures; manages all personnel, including recruitment, orientation and training, staff development, supervision, and annual performance evaluation of the Board's staff; oversees the procurement and management of space, equipment, and supplies; identifies need for augmentation of operating budget, and

ensures that all budget change proposals, finance letters, and other fiscal documents are accurate and that they support the Board's goals and mission (10%).

Directs and coordinates the implementation, on an annual basis, of a strategic plan which will ensure that the Board's mission of consumer protection is achieved (5%).

Continuously analyzes the resource needs of the Board's programs and develops the Board's budget each year. The Executive Officer represents the Board before the Department of Finance and the Legislature and approves major monetary expenditures and the redirection of funds (5%).

15% Legislation and Regulation (E)

Serves as the Board's primary legislative contact and lobbyist, and carries legislation either by obtaining an independent author, or by joining non-controversial items into the Department's or to a Legislative Committee's annual omnibus bill (5%).

Identifies contemporary issues that warrant attention and involvement of the Board, and recommends regulation and/or legislative proposals or amendments to address issues affecting consumers of psychological services, the Board, or psychology licensees and applicants (5%).

Develops and implements regulations adopted by the Board in compliance with the Administrative Procedures Act and legislatively mandated standards (5%).

10% Public Representative (E)

Serves as the chief media contact in representing the Board's actions and activities, and presents a professional and proactive image of the Board (5%).

Represents the Board before such bodies as the Medical Board, professional health organizations, public interest groups, consumer and victims groups, schools, and other entities which may be a stakeholder of the Board (5%).

5% Board Liaison

Functions as administrative agent for the Board; prepares agendas for all quarterly Board meetings; acts as Board spokesperson at all meetings and hearings delegated by the Board; serves as liaison between Board, Board Committees, and staff.

B. Supervision Received

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

C. Supervision Exercised

The Executive Officer directly supervises two SSM 1 Managers (Assistant Executive Officer and Enforcement Program Manager).

D. Administrative Responsibility

The Executive Officer is responsible for managing the staff and fiscal resources of the Board of Psychology.

E. Personal Contacts

The Executive Officer will have regular direct contact with licensees, psychologists, members of the Board of Psychology, and various DCA employees and other agencies. The information exchanged will include sensitive/confidential information as well as information available through the Freedom of Information Act. On a daily basis, the Executive Officer will respond to inquiries from the general public by telephone, e-mail or in writing. Works directly with the Board's President and other Board Members, program staff, DCA staff and other state agencies. The Executive Officer is required to maintain a positive, professional working relationship with members of the industry, other state, and federal agencies, persons and entities regulated by the Board, and staff from the Board and the Department of Consumer Affairs.

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

H. Other Information

The incumbent 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 incumbent 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 maintain the privacy and confidentiality of such information at all times. Travel is required to attend various meetings. The incumbent 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.

Fingerprinting
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 before hiring.

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.)

_____

Executive Officer Signature Date

Antonette Sorrick, Executive Officer

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 Signature Date

Michael Erickson, Board President

Revised August 2014