

Department of Consumer Affairs
 Exempt Position Duty Statement
 HR-041E (new 1/2015)

Exempt Employee's Name	
Classification Title Executive Officer	Board / Bureau / Commission / Committee Board of Optometry
Exempt Level / Salary Range O / \$8,135.00 - \$9,062.00	Geographic Location Sacramento
Position Number 631-110-8905-001	Effective Date of Appointment

General Statement: Under the administrative direction of the 11-member Board, the Executive Officer (EO) is responsible for overseeing all aspects of the optometric services program in the State of California which includes licensure and certifications; development, supervision and administration of examinations; and enforcement of the Optometry Act. 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 performance evaluations; 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 and Committee meetings; act as Board spokesperson at all meetings and hearings as delegated by the Board; serve as liaison between Board, Committees and staff; conduct orientation for new Board members and facilitate annual transition of 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 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. Manage and direct the Board's continuing education program.

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 accusations; 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 Optometry 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 and 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 (B&P Code Section 3040 *et seq.*), regulations and policies and general consumer awareness information. Serve as liaison to professional associations, other government agencies, optometry school administrators, students, consumer groups and the general public.

B. Supervision Received

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

C. Supervision Exercised

The Executive Officer directly supervises two Staff Services Manager (SSM) I. The EO indirectly supervises subordinate staff through the SSM I.

D. Administrative Responsibility

The Executive Officer is responsible for all administrative and fiscal functions and aspects of the Board.

E. Personal Contacts

The Executive Officer will have regular direct contact with licensees, optometrist, members of the Board of Optometry, and various DCA employees and other agencies. The information exchanged will include sensitive/confidential information. Daily, the Executive Officer will respond to inquiries from the general public by telephone, e-mail or in writing. In addition, the Executive Officer 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 Executive Officer works in an office setting with artificial light and temperature control. Regular attendance is essential. Daily access to and use of a personal computer and telephone are essential. Sitting and standing requirements are consistent with office work. This position requires frequent travel including overnight travel by all available transportation methods.

H. Other Information

The Executive Officer 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 Executive Officer 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.

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.

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

Adopted by the Board at **XX** Board meeting