



**THE CALIFORNIA STATE BOARD OF OPTOMETRY  
INVITES APPLICATIONS FOR THE POSITION OF  
EXECUTIVE OFFICER  
Position Number 631-110-8905-001  
\$8,135 – \$9,062 (per month)**

The mission of the Department of Consumer Affairs' (DCA) Board of Optometry (Board) is to serve the public and optometrists by promoting and enforcing laws and regulations which protect the health and safety of California's consumers and to ensure high quality care.

The Board is looking for a talented and exceptional Executive Officer to take the helm of a high performing team to support and carryout the mission of the Board. The Executive Officer manages the Board staff and is responsible for carrying out the policies of the eleven-member Board for planning, organizing, and directing the activities of the Board in areas of Examination, Licensure, Enforcement and Administration. The Executive Officer enforces the overall policies established by the Board relating to its programs, under the authority of Business and Professions Code sections 3000 et. seq. The position requires a dynamic leader with demonstrated executive-level experience who can exhibit strong interpersonal and mentoring skills, including promoting a high-performance culture where employees are motivated and enabled to perform to their greatest potential.

The Executive Officer is hired by the Board and serves at its pleasure. This position is exempt from civil service and is located in Sacramento, California. Starting salary, raises and the salary range are subject to change and require the approval from the Business, Consumer Services and Housing Agency and the California Department of Human Resources.

**Desirable Qualifications and Experience:**

- Familiar with the laws and rules pertaining to the licensure, practice, and education of licensed optometrists and opticians;
- Knowledge of current consumer issues facing the Board and the licensed professions;
- Ability to effectively negotiate and/or communicate, verbally and in writing, with both internal and external stakeholders. Demonstrating the ability to be a leader, innovator and motivator, using tact and persuasiveness in achieving results;
- Administrative experience, including, but not limited to, the ability to prepare, understand, and work with a government budget/fiscal environment, develop regulations and policy development and implementation;
- Supervisory and/or management experience, including the ability to organize and control the flow of work, manage professional and clerical staff within an office, work well under pressure, meet deadlines, and possess strong organizational, supervisory and leadership capabilities;
- Enforcement experience, processing complaints, monitoring investigations, keeping abreast of hearings on disciplinary matters, etc.;

- Legislative or lobbying experience and/or coordination and testifying before legislative committees;
- Experience communicating with all levels of individuals, including government officials, the public, stakeholders, and media, and testifying in court;
- Experience working with and presenting before a large organizational or governmental structure, including state and national associations;
- A baccalaureate degree from an accredited college or an advanced or professional degree in public policy, administration, political science, or related field preferred.

### **Special Requirements:**

Conflict of Interest Filing – This position is subject to the requirements of California Code of Regulations, title 16, section 3830, the DCA 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 1<sup>st</sup>, and within 30 days of leaving office.

Criminal Offender Record Information (CORI) – California Code of Regulations, title 11, section 703, subsection (d) requires criminal record checks of all personnel who have access to 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 with DCA's CORI procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the incumbent 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.

### **Interested persons must submit the following:**

- 1) Statement of Qualifications, not to exceed **X** pages, single-sided, that specifically addresses the Desirable Qualifications and Experience section outlined above;
- 2) A State application ([Std 678](#));
- 3) A resume or curriculum vitae; and
- 4) Minimum of three **(X)** letters (each, not to exceed one page) of professional reference.

### **Filing Instructions**

Application packages may be submitted via U.S. Postal Service mail to:

Department of Consumer Affairs  
Office of Human Resources  
1625 North Market Blvd., Suite N-321  
Sacramento, CA 95834  
Attn: Stephanie Louie

Application packages submitted via U.S. Postal Service must be postmarked on or before the final filing date. Application packages submitted via hand delivery must be delivered to the Office of Human Resources by 5:00 p.m. on the final filing date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Application packages may also be submitted electronically via CalCareers at [www.jobs.ca.gov](http://www.jobs.ca.gov) for Job Control (JC) XXXXXX. Application packages submitted via CalCareers must be received by 11:59 p.m. Pacific Standard Time on the final filing date.

**The final filing date for this recruitment is DATE.**

For further information or questions regarding the position or application process, please contact Stephanie Louie, Office of Human Resources, Department of Consumer Affairs, at (916) 656-0995 or via email at [Stephanie.Louie@dca.ca.gov](mailto:Stephanie.Louie@dca.ca.gov).

All applications will be screened and only the most qualified candidates will be scheduled for a preliminary interview. Finalists will be invited to a full Board interview at a public Board meeting. Travel expenses for these interviews are the responsibility and at the expense of each candidate. Upon being contacted for interviews, it is the candidate's responsibility to notify the interview scheduler of any need for reasonable accommodation to participate in the interview. You may direct any additional questions regarding reasonable accommodations or Equal Employment Opportunity (EEO) for this position to the DCA EEO Office at (916) 574-8280.

DCA is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.