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

Classification Title	**Board/Bureau/Division**
Career Executive Assignment (B)	Board of Pharmacy
Working Title	**Office/Unit/Section / Geographic Location**
Assistant Executive Officer	Executive
Position Number 632-110-7500-001	**Effective Date of appointment**

Under the direction of the Executive Officer (Exempt), the Assistant Executive Officer (AEO) is responsible for carrying out the strategic plan objectives of the 13-member board, which is charged with the regulation of pharmacy practice and distribution of prescription drugs and devices into and out of California. The board is charged with the protection of the public by licensing and regulating over 143,000 individuals and firms through 18 regulatory programs. The AEO's responsibilities include development of policy initiatives based on the board's strategic planning goals and statutory mandates. The AEO provides a level of expertise over complex legal and regulatory issues involving the practice of pharmacy, including the distribution and dispensing of dangerous drugs and devices and a myriad of related emerging issues and other provisions of authorized patient care services.

The AEO ensures that the board achieves its vision of success for the optimal performance of board activities and has the resources to do so through the planning, organizing and directing of the statewide activities of board programs, operations and staff. The AEO directs and works with board executive and senior management staff to coordinate and implement board activities to ensure an integrated and consistent organization, monitor performance measures to track progress in achieving board goals, provide ongoing feedback and to identify areas for improvement. The AEO resolves problems and makes executive level decisions to ensure effective operations that comply with statutes and provide strong consumer protection.

The AEO acts as a consultant for board, departmental and committee meetings, prepares and presents board agenda items, attends meetings of the board and performs or assists the Executive Officer in handling administrative and executive matters concerning the licensing, examination and enforcement programs of the board. These responsibilities include developing and implementing program policies, formulating and recommending policy, developing and implementing statutes and regulations. The AEO acts for the Executive Officer in their absence.

A. SPECIFIC ACTIVITIES [Essential (E) / Marginal (M) Functions]

35% (E) Executive

Assists the Executive Officer in identifying and achieving the board's strategic plan objectives. Acts as executive staff liaison to board policy-development committees, performs as consultant and technical advisor to the Executive Officer and board members on complex policy and program issues. Prepares agendas and background policy or issue summaries needed for agenda items. Attends board and/or committee meetings to provide and present input on operational issues. Acts for and represents the Executive Officer in their absence, and on such occasions, functions as chief executive with authority over executive matters including licensing and enforcement program issues.

25% (E) Organizational Development

Directs the development, implementation and evaluation of policies, strategic ongoing objectives and operating procedures for all programs, taking into consideration emerging issues, current statutes, fiscal constraints, staff resources and multiple board priorities. Responsibilities encompass strategic planning, budget management and staff development activities to ensure the efficient management and achievement of the board's mission and goals. Assures the development of staff and allocation of resources to ensure organizational effectiveness through the consistent, uniform implementation of board policies and procedures and the application and monitoring of performance standards. Ensures that the board maintains and upgrades automated systems to keep the board current with the evolving technology and compliance with state security objectives.

20% (E) Legislation and Regulation

Reviews and coordinates legislation analyses impacting the board, and the related fiscal impact reports, advocates the board’s position to the Legislature, proposes amendments for pending legislation, provides documentation and information as requested to executive branch agencies, legislative committees and others. Reviews letters of support/opposition and provides consultative services to Executive Officer during legislative hearings and testifies in their absence.

Manages the regulatory process by reviewing and implementing regulations, recommending regulations, ensuring the initiation of regulatory packages and the compilation and evaluation of testimony, and advises the board of alternatives in response to testimony.

Acts as board liaison in sensitive regulatory matters involving other state and federal agencies involving board issues or licensees.

10% (E) Communication

Assists the Executive Officer in the management of sensitive board communications, including contacts with the media, Director's Office, Governor's Office and legislative inquiries, inquiries from control agencies and difficult or controversial inquiries requiring executive oversight. Prepares correspondence on complex issues relating to the regulatory functions of the board's mandate.

Prepares articles for publication by the board or the news media on the nature or status of board operations, policies, pharmacy legislation or regulations. Prepares and conveys opinions to the Governor's Office, legislators or other factions. Reviews and edits board newsletters, policy memoranda, press releases and other sensitive written materials.

Oversees, proposes and implements public education activities for the board, including materials for consumers, applicants and licensees. Prepares legislative reports and the board Sunset Review Report.

Directs the planning, preparation and publication of the board's lawbook, Web site, and the development of board provided training.

10% (E) Administration of Budget and Personnel

Directs planning, developing and monitoring of the board's budget to ensure appropriate allocation of resources and solvency of fund condition. Directs the preparation of annual budget documents and prepares budget reports for board meetings. Approves fiscal expenditures and redirection of funds and provides oversight of expenditures and revenues. Advocates the budget before executive branch control agencies and the Legislature when needed.

Oversees difficult and sensitive contract issues involving major board programs to assure public protection. Assures the development and administration of the Pharmacist Recovery Program and Pharmacist licensure examination.

Oversees difficult and sensitive issues arising from contract administration of major board programs to assure public protection including the Pharmacist Recovery Program, development of the pharmacist licensure examination, administration of the state and national licensure exams. Also directs board activities with other agencies to secure the mandates of the respective participating agencies.

Manages the board's executive and senior management team who collectively supervise all board staff. Through the subordinate managers, manages and holds board staff accountable, by assuring that the board adheres to state requirements for employment, including compliance with SAM requirements, personnel practices, progressive discipline, health and safety codes, collective bargaining agreements

contracts, workplace employment, training, FMLA and SCIF requirements. Reviews and approves training course plans for staff, annual performance evaluations and probation reports. Assures consistent and uniform policies and implementation of all workplace conditions affecting employment.

B. Supervision Received

The AEO reports directly to and receives assignments from the Executive Officer. However, most of the duties are expected to be performed autonomously, and the individual must balance competing and mission-critical duties with board resources, mandates and strategic objectives, all the while assuring the focus on consumer protection is maintained.

C. Supervision Exercised

The AEO directly supervises the board's executive and senior management team which consists of CEAs, and Staff Services Manager IIs. The AEO also directly supervises an Information Technology Specialist and overall, manages approximately 122 board employees which consists of field inspectors designated as home-as-headquarters.

D. Administrative Responsibility

The AEO must work closely with and maintain the confidence of the 13 board members who are appointed by the Governor and Legislature to oversee the board. The individual must also professionally handle relations with numerous state and federal agencies that have interest in the board's activities or jurisdictional area, and to secure board objectives and mandates. The AEO also responds to litigation, press inquiries and disciplinary licensing or enforcement matters.

The AEO assists the Executive Officer in the development of a validated California pharmacist licensure examination, and oversees the committee that develops the pharmacist examination, and the contract firm that leads the committee in these endeavors.

The AEO is responsible for policy development, implementation and evaluation and serves as a subject matter expert on complex licensing matters.

The AEO has principal duties to ensure the development of educational materials and outreach to the public, licensees and applicants. The individual also oversees other board contractors and contracts, legislative relations and organizational development functions.

E. Personal Contacts

The AEO has daily contact with board staff, administrators and others from the Department of Consumer Affairs, legislative offices, board members, licensees, applicants and the public.

The AEO has frequent contact with staff from other executive branch agencies, other state and federal agencies, national and state associations and lobbyists, attorneys, educators and the media.

The AEO has occasional contact with a diversity of professionals and others who have interests involving the activities, professional scope and requirements of those who handle, store or dispense prescription drugs who are regulated by the board.

The AEO must be a resource in the area of current issues surrounding the prescribing and dispensing of dangerous drugs at the state and national level and possesses expertise about broad policy issues involving prescription drugs in the US and worldwide.

F. Actions and Consequences

The AEO has broad responsibilities and authority to direct or encumber the board to act. The AEO can authorize legislative amendments or enforcement actions in accordance with board policy and directives, initiate or stop diverse activities performed by the board staff investigating or licensing individuals, approve expenditure of board money or authorize activities.

Failure to take appropriate action can result in serious injury or harm to the public, either to a specific individual or to a whole group of individuals. This is a vast area of the state's economy in 2013, retail sales of prescription drugs in California alone were a $25 billion industry that directly affects all residents. For example, inappropriate actions can lead to licensure of incompetent pharmacists and other individuals licensed by the board,

distribution of counterfeit or adulterated drugs, failure to stop illegal drug diversion from licensed board facilities results in prescription drugs being available "on the street," or endanger staff by placing their safety in jeopardy. Improperly stored or labeled drugs can lose their efficacy and result in no drug treatment or harmful effects to the public including death. Failure to adequately manage the budget or board's staff can damage the board in other ways.

G. Functional Requirements

The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week each year and may be required to work specified

hours based on the business needs of the office. The incumbent works in an office setting, with artificial light and temperature control. The ability to use a personal computer and telephone is essential. The incumbent may spend 75% of the working day using a personal computer. The position requires bending and stooping to retrieve files; walking, sometimes outdoors in inclement weather; and occasional light lifting, up to 15-25 pounds. There is periodic travel required throughout the state.

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, work cooperatively with others as a member of a team, and be responsive to management needs.

Conflict of Interest
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 assuming office, annually by April 1, and within 30 days of leaving office.

Fingerprinting
Title 11, section 703(d) 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 with DCA's (CORI) procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the AEO 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.

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

_____
Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

_____
Supervisor Signature Date

_____
Printed Name

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