

**Department of Consumer Affairs
Position Duty Statement HR-41
(Revised 7/2015)**

Classification Title	Board/Bureau/Division
Management Services Technician	Medical Board of California
Working Title	Office/Unit/Section / Geographic Location
	Enforcement/DCU – Sacramento
Position Number	Name and Effective Date
629-170-5278-006	

Under the supervision of the Staff Services Manager I, Discipline Coordination Unit, the incumbent performs the less technical, semi-professional work associated with the review of Petitions for Reinstatement of licensure, or modification of disciplinary sanctions; the collection and dissemination of publicly disclosed disciplinary and/or administrative actions taken by the Medical Board of California (Board); identification of events supporting the initiation of complaints - based on out-of-state disciplinary/administrative actions; data reconciliation and retention; updating Hearing Notices and dissemination of hearing information to appropriate parties; and ensuring the return of surrendered or revoked license credentials. Duties include, but are not limited to, the following:

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

30% Petitions for Reinstatement/Modification (E)

- Reviews Petitions (to reinstate a medical license, modify, or terminate probationary terms) for accuracy, completeness and compliance with applicable laws and regulations; responds to inquiries from individuals, physicians and attorneys regarding pending Petitions. Responds to inquiries regarding the required supporting information and materials for initial Petitions, the processing timeframes, scheduled hearings, and the final decision made on the Petition. Identifies petitions requiring more complex backgrounds checks and prepares a transmittal form citing applicable issues, then refers the case to the Board’s Probation staff. **(20%)**
- Identifies and prepares all documentation, pertinent to the penalty relief hearing, to send to the Probation analyst. When required, provides petitioners with the forms and directions to have Live Scan (fingerprinting) completed. **(10%)**

20% Reporting of Disciplinary Actions/ Legal Notifications/Cert Letters

- Gathers disciplinary actions (accusations, decisions, statements of issues, etc.) taken against physicians and other allied health professionals, and prepares a detailed, accurate summary of the events and the action taken by the Board for the Board’s monthly list of disciplinary actions. Sends a summary of the disciplinary actions taken by the Board to the Federation of State Medical Boards (FSMB) each month. On an annual basis, generates reports to identify and reconcile any discrepancies to ensure the FSMB has received all disciplinary data. **(10%)**
- Receives and distributes Franchise Tax Board (FTB) Notices of Suspension and Relief from Suspension to licensees informing them of actions taken by the Board as a result of FTB sanctions. **(5%)**

- Creates Certification Letters (Cert Letters) accurately citing physician disciplinary actions for use by investigators and Deputy Attorneys General in hearings. Also provides Cert Letters to other interested parties as requested. **(5%)**

20% Out Of State Complaints

- Identifies events reported from a variety of sources (including but not limited to the American Medical Association (AMA) and Federation of State Medical Boards (FSMB), State and Federal entities, and self-reports by licensees) which warrant the preparation and filing of complaint cases (with the Board) based on out-of-state administrative and disciplinary actions. **(10%)**
- Initiates complaint records, into the Enforcement Tracking System within the BreEZe system, by entering standardized codes that coincide with the complaint information. **(5%)**
- Conducts a thorough search of the Board's licensing records to verify the subject is a California licensed physician or has a fictitious name permit; conducts a thorough search of the Enforcement Tracking System to independently determine whether the complaint is new or if the complaint was previously received to ensure any new information regarding an open complaint/investigation is forwarded to the appropriate Enforcement analyst or investigator in a timely manner. **(5%)**

10% Enforcement Data Reconciliation and Record Retention (E)

Creates, maintains and reconciles a cashiering log for cost recovery payments submitted to the Board. Reconciles the AMA and FSMB reports with the Board's records to identify then research discrepancies. Maintains the DCU's Panel Members' voting record on disciplinary actions for statistical purposes. Completes No-Longer Interested forms for former licensees and maintains records for audits. Maintains the Exhibit Database in accordance with the Board's Record Retention Policy.

10% Data Entry (E)

Acts as backup to the Public Disclosure analyst who is assigned to verify and update Breeze screens with Enforcement status codes; creates and enters a narrative in the licensees' record regarding (publicly disclosed) disciplinary and or administrative actions; responds to inquiries from the public, hospitals, attorneys, and other government entities pertaining to publicly disclosed disciplinary and administrative actions and procedures.

5% Hearing Notice and Quarterly Board Meetings (E)

For all discipline cases, the incumbent updates Breeze and the Hearing Notices with the most current administrative hearing dates, prepares and distributes Hearing Notices to district office supervising investigators. Copies and disseminates agenda packets to members of the Board for their quarterly Panel meetings; when requested, the incumbent contacts members of the Board to obtain their vote on disciplinary decisions.

5% Return of License Credentials (E)

Sends out monthly letters to physicians and surgeons, who have surrendered their license or have had their license revoked, to request the return of their wall certificate and wallet identification cards.

B. Supervision Received

The Management Services Technician (MST) works under the supervision of the Staff Services Manager I, of the Discipline Coordination Unit.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The MST will have frequent, direct contact with Board management, physicians and/or their legal representatives, Division of Investigation - Health Quality Investigation Unit staff, representatives from the Office of Administrative Hearings, the Attorney General's Office, and the Federation of State Medical Boards. The incumbent will have occasional direct contact with Board members, Executive staff and Legal Counsel.

F. Actions and Consequences

Failure by the incumbent to perform the aforementioned duties adequately may result in the improper handling of petitions to terminate or modify disciplinary sanctions, inaccurate dissemination of information regarding license status and disciplinary information which could impede the healthcare consumer's access to accurate information necessary to make informed healthcare choices, or the employers ability to make informed hires. Failure to notice parties of Administrative Hearing dates and times impedes access to due process and jeopardizes the integrity of the Board's disciplinary actions.

G. Functional Requirements

No specific physical requirements are required. The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work.

H. Other Information

Incumbent is expected to exercise a high level of independence and discretion and must possess good communication skills, use good judgment in decision-making, manage time and resources effectively, and be able to work efficiently and cooperatively with others and be able to work under changing priorities and deadlines.

The analyst 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.

Title 11, section 703D 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.

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

Revised: VM/TK 9/2016

Approved: JM 12/2016