

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 Dental Board of California
Exempt Level / Salary Range J / \$10,064-\$11,209 (per month)	Geographic Location Sacramento
Position Number 624-110-8840-001	Effective Date of Appointment

General Statement: Under the general direction and leadership of the 15-member Board, the Executive Officer of the Board functions as operations officer for management of the Board's resources and staff. The Executive Officer is further responsible for interpreting and executing the intent of all Board policies to the public and to other governmental agencies. This position is an at-will position and the incumbent serves at the pleasure of the Board. These duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

40% (E) Acts as principal operations officer for the Board; manages all Board offices; oversees the procurement and management of space, equipment, vehicles, 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; oversees the development of the Board's strategic plan; implements Board-approved policies and actions; confers with attorneys and administrators on issues requiring policy decisions and legal opinions; maintains overall responsibility for managing all personnel, including recruiting, orientation, training, motivating, evaluating and managing staff through subordinate supervisors, and professional staff development and evaluation of senior level staff.

30% (E) Functions as administrative agent for the Board; coordinates and manages all Board and Committee meetings; sees that all meetings and hearings are noticed to the public and follows proper administrative procedures; ensures compliance with the Open Meetings Act; prepares agendas and minutes for all Board meetings and committee meetings; acts as Board spokesperson at all meetings and hearings as delegated by the Board; coordinates and manages all Board communications; serves as liaison between Board, Committees, and staff; conducts orientation for new Board members; informs, advises and consults the Board on programs and activities administered by staff; oversees the processing of applications for licensure or registration, ensuring only qualified applicants are issued licensure or registration; manages and directs the Board's Continuing Professional Development (continuing education) Program; oversees the administration of examinations for providers of Board services to ensure compliance with applicable statutes, regulations, and policies; coordinates periodic occupational analyses and examination validation studies.

10% (E) Responsible for interpretation and execution of the Business and Professions Code and all Board policies and guidelines related to the Board; seeks wide dissemination of the above information in a structured manner through informational hearings, workshops, and seminars conducted by Board staff and members; seeks legal counsel from the Department of Consumer Affairs in carrying out the above activities; advocates on behalf of consumers and the Board.

Responsible for the regulatory change process from notice of hearing to implementation of approved regulations; provides for initial and continued approval of programs; implements legislation and legislative mandates; identifies the need for new legislation; recommends modification of existing statutes or regulations to conform to Board policy; reviews drafts of

specific language to effect statutory or regulatory change; oversees the preparation of author's statements and fact sheets; obtains authors for legislation, as needed; testifies before legislative committees and at public hearings regarding Board policies, programs and activities; oversees and ensures compliance with all aspects of the legislative and rulemaking processes and the Administrative Procedure Act; prepares the sunset review report to the Legislature as required by law.

10% **(E)** Oversees the handling of enforcement cases, the processing of complaints, investigations, and all prosecution and disciplinary actions performed by the Office of the Attorney General, and Office of Administrative Hearings; provides for the preparation of accusations or statements of issue; signs final accusations; consults with legal counsel on problem cases; monitors flow of cases in system and monitors costs; advises Attorney General's Office and hearing officer of Board's disciplinary guidelines; ensures that Administrative Procedure Act timelines are followed and that all Board disciplinary decisions are appropriately implemented; meets and confers with outside legal agencies on cases; serves as Board's liaison to media and public on all publicized cases; ensures that the Board's diversion and citation and fine programs are in compliance with its mandates and operating pursuant to Board policies and procedures. Maintains confidentiality of information and records in accordance with Public Records Act.

10% **(E)** Disseminates information concerning the Board's licensure act (B&P Code Section 1601, et. seq.), regulations and policies before professional associations, other governmental agencies, dental school administrators and consumer groups; acts as the Board's designated spokesperson when responding to inquiries from the media, state agencies and other interested groups; serves as the Board's liaison to a wide array of governmental and voluntary organizations; serves as liaison to professional organizations; participates and serves as Board's staff representative to various associations.

B. Supervision Received

The Executive Officer serves under the administrative direction of the Board and reports directly to the Board President.

C. Supervision Exercised

The Executive Officer is delegated the authority by the Board to provide leadership and oversight for all Board programs and activities. The Executive Officer directly supervises two dental consultants, the Assistant Executive Officer, and one Supervising Investigator II who is responsible for the Board's peace officers.

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 has regular contact with all levels of Board staff, DCA Executive Management and staff, legislators, the Governor's Office, members of the public and members of the trade and industry groups.

F. Functional Requirements

No specific physical requirements are present. The Executive Officer works in an office setting with artificial light and temperature control. 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.

G. Other Information

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 prior to appointment.

This position also requires the incumbent to take an Oath of Office prior to appointment.

Additionally, this position is subject to the Department of Consumer Affairs' Conflict of Interest Code (16 CCR § 3830) and the incumbent must file a Statement of Economic Interests Form upon appointment, annually, and upon separation.

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

Revised and adopted by the Board at November 18, 2021 Board Meeting.



**THE DENTAL BOARD OF CALIFORNIA
INVITES APPLICATIONS FOR THE POSITION OF
EXECUTIVE OFFICER
Position Number 624-110-8840-001
\$10,064 – \$11,209 (per month)**

The Department of Consumer Affairs' (DCA) Dental Board of California (Board) licenses and regulates over 100,000 licensees, consisting of dentists, registered dental assistants, registered dental assistants in extended functions, Orthodontic Assistants, Dental Sedation Assistants and dental businesses. The Board's highest priority is the protection of the public when exercising its licensing, regulatory, and disciplinary functions. The primary methods by which the Board achieves this goal are: issuing licenses to eligible applicants; investigating complaints against unlicensed individuals and licensees and disciplining licensees for violations of the Dental Practice Act; monitoring licensees whose licenses have been placed on probation; and managing the Diversion Program for licensees whose practice may be impaired due to abuse of dangerous drugs or alcohol.

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 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 manages the Board staff and is responsible for carrying out the policies of the 15-member Board and for planning, organizing and directing the activities of the Board in areas of administration, enforcement and licensure. The Executive Officer also serves as the liaison between the Board and stakeholders. The Executive Officer enforces the overall policies established by the Board relating to Board programs, under the authority of Business and Professions Code section 1600 *et. seq.*

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

Desirable Qualifications and Experience:

- Administrative experience with government operations and processes, including legislation, regulations, budgeting, personnel, and equal employment opportunity;
- Progressive experience with executive-level leadership, management and problem-solving, especially past success in working for a board and/or commission on complex issues;
- Familiarity with the Dental Practice Act, Business and Professions Code, and regulations relating to the practice of dentistry. Regulatory and/or enforcement experience and

knowledge of current consumer issues facing the Board or other healing arts boards, commissions and/or committees;

- Experience establishing, promoting and maintaining cooperative working relationships with representatives of all levels of government, the public and special interest groups;
- Experience working with and/or in taking direction from a board, committee or commission;
- Legislative or lobbying experience and/or coordination, testifying before legislative committees, and familiarity with the sunset review process;
- Ability to think strategically and creatively, work well under pressure, and meet deadlines;
- Ability to promote internal and external teamwork and cross-functional collaboration and communication in support of an organization's mission and goals;
- Experience with public speaking and ability to deliver speeches and presentations on sensitive, technically complex and controversial subject matters, in front of diverse audiences including the public;
- A consultative approach to problem solving and the ability to facilitate coalition building; and
- A baccalaureate degree from an accredited college or university.

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 1st, 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 three (3) 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 (3) letters 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: Pa Thao

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 for Job Control (JC) 279230. 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 being extended to March 3, 2022.

For further information or questions regarding the position or application process, please contact Pa Thao, Office of Human Resources, Department of Consumer Affairs, at (916) 574-8351 or via email at Pa.Thao@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.