

## Department of Consumer Affairs

### Position Duty Statement

HR-041 (Revised 7/2015)

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<b>Classification Title</b> Career Executive Assignment Level A (CEA A)	<b>Board/Bureau/Division</b> Contractors State License Board (CSLB)
<b>Working Title</b> Licensing and Examination Chief	<b>Office/Unit/Section/Geographic Location</b> Licensing and Examination Division/Sacramento
<b>Position Number</b> 622-201-7500-001	<b>Name and Effective Date</b>

General Statement: Under the general direction of the Chief Deputy Registrar (CEA B), the Licensing and Examination Chief is a member of CSLB's senior staff and is responsible for the development, organization, and management of the Licensing and Examination programs, for carrying out policies set forth by Board members, and for sustaining a culture of collaboration, accountability, and transparency. The incumbent's duties include, but are not limited to:

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

- 20% (E) Plan, organize, and direct the work of multidisciplinary professional and administrative staff in the Licensing and Examination division. Resolve complex and sensitive administrative issues raised by executive and management staff concerning licensing and examinations. Recognize changes and trends in the construction industry as they relate to licensing and examination operations and recommend and/or implement appropriate courses of action. Direct the development and implementation of policies set forth by Board members, Registrar, and the Chief Deputy Registrar. Advise the Registrar and Board members on critical issues that may impact the Board and make recommendations that may result in legislation, regulations or policy adjustment. Respond to controlled correspondence from Agency or the Governor's Office on matters related to the licensing and examination of contractors.
- 20% (E) Establish and/or assign priorities and objectives to Licensing and Examination staff. Direct and review progress of sensitive and critical special projects and task forces within the division. Ensure subordinate staff have the resources to perform their duties. Provide direction, guidance and develop staff; take corrective and disciplinary actions as appropriate. Develop and sustain cooperative relationships with all CSLB staff, the National Association of State Contractors Licensing Agencies, the construction industry, news media, other regulatory agencies, industry representatives, State Legislature and the public. Participate in Board and Committee meetings.
- 20% (E) Work with the Office of the Attorney General, Department of Consumer Affairs legal counsel, and the Registrar to determine classification structure within the trades; review and approve the establishment of standards for the classification, testing requirements and issuance of licenses necessary to conduct business in the trade. Meet with the Board's Legislation Chief and bill sponsors to discuss legislation that impacts licensing and examination activities. Appear and advocate before legislative committees on legislation that directly impacts the Board. Testify before legislative committees as required. Address Board members, industry representatives, and the public at Board meetings.

- 15% (E) Evaluate and make decisions on issues involving budgets, expenditures, fiscal, personnel, and other administrative functions in the Licensing and Examination division. Responsible for the review, modification and submittal of program budget change proposals. Ensure appropriate staffing levels in all areas of the division. Develop and implement best practices throughout the division to ensure optimum performance and compliance with board performance expectations.
- 15% (E) Responsible for the preparation and development of the Board's Strategic Plan, Sunset reports, Board meeting and committee meeting packages, etc. as it relates to the Licensing and Examination division. Responsible for the preparation of the division's studies, surveys, correspondence, and statistical reports. Oversee responses to licensing and examination appeals and public information requests.
- 10% (E) Present to trade associations, consumers and special interest groups on various policies and issues related to the licensing and examination of contractors. Act as a representative of the Board making presentations to the public, State government and Legislature on issues that impact the interests of the Board. Travel to Board meetings, field offices, etc. as required.

**B. SUPERVISION RECEIVED**

The incumbent works under the general direction of the Chief Deputy Registrar and may receive assignments from the Registrar.

**C. SUPERVISION EXERCISED**

The incumbent directly supervises professional and supervisory staff in the Licensing and Examination division.

**D. ADMINISTRATIVE RESPONSIBILITY**

The CEA A has overall responsibility for all administrative and technical support functions of the Licensing and Examination division.

**E. PERSONAL CONTACTS**

The Chief Deputy Registrar has regular contact with Board members, Legislative members/staff, Board staff, DCA Executive staff, and members of the trade and industry groups, other stakeholders, other regulatory entities, and the public.

**F. ACTIONS AND CONSEQUENCES**

The Licensing and Examination Chief holds a crucial position within the CSLB. The consequences of error pose significant impact to the overall operation of the division and the CSLB. Failure to carry out the duties could result in diminishing consumer protection. The licensing of unqualified applicants and/or poor examination development and administration could place the consumers at harm. Failure to license qualified applicants could jeopardize their businesses and livelihood.

**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. No specific physical requirements are present: the incumbent works in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. The incumbent must occasionally position self to perform a variety of tasks and must frequently move about to and/or from worksites. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

**H. OTHER INFORMATION**

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 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 1<sup>st</sup>, 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.)

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Employee Signature

Date

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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.**

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Supervisor Signature

Date

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Printed Name, Classification

**Approved:**