

## Department of Consumer Affairs

Position Duty  
Statement HR-41  
(New 7/2015)

<b>Classification Title</b>	<b>Board/Bureau/Division</b>
Career Executive Assignment (CEA) A	California Board of Pharmacy
<b>Working Title</b>	<b>Office/Unit/Section / Geographic Location</b>
Chief of Legislation, Policy, and Public Affairs	Executive Office/Legislation, Policy, and Public Affairs/ Sacramento
<b>Position Number</b>	<b>Name and Effective Date</b>
632-110-7500-XXX	

General Statement: Under the direction of the Assistant Executive Officer (AEO) and may receive direction and assignments from the Executive Officer (EO) of the Board of Pharmacy. The CEA A - Chief of Legislation, Policy, and Public Affairs is responsible for developing and managing the California Board of Pharmacy's (Board's) legislative affairs. The CEA represents the Board during interactions with legislators, legislative committees, Business Consumer Services and Housing Agency (BCSH), the Governor's Office (GO) Department of Finance (DOF), and Department of Consumer Affairs (DCA) Executive Management. The incumbent is responsible for advising and making final recommendations to Pharmacy Board Members, AEO, and EO on legislative matters. The incumbent is a member of the executive staff and is influential in the formation of Board policies, business process improvements, and programs. The Chief of Legislation, Policy, and Public Affairs is a legislative advisor to the EO and AEO on the political implications of policy and program issues. Provides guidance and expertise on a wide variety of legislative matters, complex regulations, public affairs issues, pharmacy topics, and current events which impact or relate to the Board's functions or policies. The incumbent provides guidance and direction to the professional and analytical staff in the Legislation, Policy, and Public Affairs Unit. Duties include, but are not limited to, the following:

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

**55% Legislation and Policy (E)**

- Coordinates, plans, organizes, and directs the legislative program and complex regulation development and promulgation; serves as the legislative liaison for Board; identifies, determines, and clarifies the need for legislation, budget change proposals, secures legislative authors, assists with presentations, and develops legislative outreach opportunities for the Board. (30%)
- Testifies before legislative committees, organizes administration support,

accepts, or rejects proposed modifications as they arise, provides direct supervision and guidance to professional and analytical staff, responds in writing or verbally to questions and concerns from the GO, DOF, the Legislature, the Office of Administrative Law (OAL), and DCA Executive Management. (10%)

- Identifies strategies for potential legislative, regulatory, and budget change proposals. Drafts legislation, regulations, legislative reports, budget change proposal language, and oversees related processes and timelines. (10%)
- Develops and provides alternatives and recommendations regarding legislation and complex regulations impacting the Board, its operations, and state and federal law governing the practice of pharmacy. (5%)

### **30% Legislative Program Analysis and Administrative Activities (E)**

- Provides direct supervision and guidance to an Information Officer I and an Analyst II. Delegates assignments, program issues, and special projects relative to the Board's legislative, regulation, and public affairs directly to subordinates. Identifies inefficient and ineffective program operations and works to develop solutions, implement changes, and evaluate the effectiveness and efficiency of the changes as well as existing policy and procedures. Maintains current knowledge and information about a wide variety of issues, topics, current events, etc., which impact or relate to the Board's functions or policies. (10%)
- Directs, coordinates, and reviews the analysis of pending legislation and complex regulations affecting the Board. Negotiates amendments consistent Board policy. Represents Board and the Board's positions during interactions with the legislature and regulatory approval/control agencies. Develops outreach strategies to communicate the Board's legislative priorities and resources needed for legislation implementation. (10%)
- Directs, coordinates, and tracks all legislation that impacts the Board, DCA, and the overall profession of pharmacy. Meets with sponsors of bills and legislative staff to discuss and resolve issues. (5%)
- Meets with the legislature and legislative consultants to develop support for Board's legislation and to ensure proactive positions on legislation and regulations. Prepares and delivers presentations to Board Members and Executive Staff on legislative and complex regulatory matters. (5%)

## 15% **Collaboration and Meetings (E)**

- Meets regularly with works collaboratively with the Board's EO, AEO, Executive Management, managers, and subordinate staff on projects and continuous improvement activities. Completes special projects as directed by the EO and AEO.
- Meets with legislators and legislative staff to develop support for Board legislation and to ensure pro-active positions on legislation and regulations. Prepares and delivers presentations to the Board and Executive Staff on legislative and regulatory issues.
- Attends meetings of the Board, committees, and other meetings as appropriate. Presents reports and other information and serves as the subject matter expert sharing information and leading discussions.

### B. Supervision Received

The Chief of Legislation, Policy, and Public Affairs (CEA, Level A) is under administrative direction of Board's AEO.

### C. Supervision Exercised

The Chief of Legislation, Policy, and Public Affairs has direct supervision of a Public Information Officer (PIO) and an Analyst II in charge of public records (requests) and subpoenas.

### D. Administrative Responsibility

The Chief provides administrative oversight of the Board's Legislation, Policy, and Public Affairs Unit and is responsible for planning, organizing, and directing of the operations of the unit. The incumbent represents the Board with legislators, legislative committees, BCSH, DCA, DOF and the GO. The incumbent is responsible for advising the Board's Members, EO, and AEO on legislative, complex regulatory and/or public affairs and for making final recommendations on such matters. The incumbent is a member of the Executive Management and is influential in the formation of Board policies and programs. The incumbent acts as a legislative advisor on political implication of policy and program issues.

### E. Personal Contacts

The Chief of Legislation, Policy, and Public Affairs has direct daily contact with Board executive staff members to ensure the Board's related legislative affairs, policy and public affairs are appropriately and timely addressed. The incumbent has direct and regular contact with Board and Committee Members, Governor, DOF, Legislators, DCA, Staff Counsel, and BCSH. The incumbent may have frequent direct contact with the media, public, licensees, the American Pharmacist Association (APHA), the California Pharmacist Association (CPHA), the California Department of Public Health (CDPH), and the Federal Drug

Administration (FDA), other state agencies, educators, and other health related associations.

F. Actions and Consequences

The Chief of Legislation, Policy, and Public Affairs is relied upon by executive management to independently recommend policies, business process improvement, and legislation that will reflect the needs of the Board. The judgment exercised and the decisions made determine the effectiveness of the Board's regulatory function and have a significant impact on the Board, California's healthcare consumers, patients, and licensees. If the Chief does not perform the position's responsibilities and duties adequately, the program would not be upholding the mission of the Board to protect consumers through licensure and enforcement of pharmacy standards, policies, laws, and regulations. Thus, California healthcare consumers may receive improper care and be at risk of being harmed, maimed, or killed at the hands of unqualified licensees.

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. Sitting and standing requirements are consistent with office work and traveling. The incumbent is also required to travel to attend Board and committee meetings held in various locations throughout California. Incumbent is required to travel by various methods of transportation. Travel may be for one or several consecutive days.

H. Other Information

The Chief of Legislation, Policy, and Public Affairs must possess excellent writing, verbal communication, knowledge of the legislative, regulatory, and budget change process, data analysis, and business process improvement skills. The incumbent must also have effective public speaking/presentation skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to Board Staff, Board Members, Committee Members, and DCA management needs.

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 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 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.

**Conflict of Interest (COI)**

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 1st, 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 and Safety analyst.)

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Employee Signature Date

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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.**

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Supervisor Signature Date

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Printed Name