

Department of Consumer Affairs

Position Duty Statement

HR-41a (new 7/2015)

Classification Title	Board/Bureau/Division
Analyst II	Board of Vocational Nursing & Psychiatric Technicians
Working Title	Office/Unit/Section/Geographic Location
Enforcement Operations Analyst	Enforcement Division, Sacramento
Position Number	Name and Effective Date
630-120-5393-803	

General Statement: Under the direction of the Supervisor II, the Analyst II serves as the liaison between the four units of the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) that comprise the Board's Enforcement Division, e.g. Intake and Enhanced Screening Unit, Licensee and Applicant Case Review Unit, Discipline Unit, and Probation Unit. The Analyst II completes special projects and provides consulting services and analytical support in assigned enforcement-related subject-matter areas to management and the public regarding the activities, policies, programs, and procedures of the BVNPT. Duties include, but are not limited to, the following:

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

50% (E) Enforcement Operations

Conducts complaint investigations at the direction of the Supervisor II. This may include obtaining documents such as certified law enforcement and court documents, licensee statements, facility documentation, writing up case closure summaries or case memos, transmitting cases to the Attorney General's Office, being assigned a small discipline or probation caseload, or other tasks as deemed necessary by the Supervisor II 25%

Independently consults and coordinates with BVNPT management to identify deficiencies in program/unit effectiveness. Develops and maintains procedure manuals, policies, and other tools relative to handling enforcement matters throughout the Enforcement Division. Formulates and recommends new policies, procedures and program alternatives on a continuous basis; evaluates existing statutes and regulations; and recommends modifications to make the program more effective. 20%

Attends board meetings, conferences and workshops. Must be able to travel throughout the state to conduct and attend meetings as needed. 5%

30% (E) Special Projects, Research and File Review Support

Independently analyzes reports, supporting documents, regulations, and other information to support the Enforcement Division.

Conducts file reviews, and other routine enforcement tasks as directed by the Supervisor II. Documents results of those reviews and offers guidance and assistance as needed.

Coordinates the Enforcement Committee meeting as directed by the Supervisor II including writing notes, acting as the facilitator for online or in person meeting.

15% (E) Outreach and Communication

Provides verbal and written responses to complex inquiries from the public, licensees, complainants, DCA Correspondence Unit, Executive Office, and other control agencies regarding cases, enforcement policies and procedures, the interpretation of laws and regulations, and any other enforcement related matters.

Independently develops varied correspondence related to enforcement actions, the Board's legal authority, and other issues relative to the Board's oversight for the signature of the Supervisor II, Assistant Executive Officer, or Executive Officer

5% (M) BreEZe Liaison

Consults with BVNPT management regarding the procedures and policies relative to the use of BreEZe for research and data maintenance to ensure enforcement actions are recorded to accurately reflect the processes used by staff to review, investigate and prosecute enforcement matters. May assist, as directed by the Supervisor II, in the processing of case closures.

Serves as the BVNPT Enforcement Division BreEZe subject matter expert.

B. Supervision Received

The Analyst II reports directly to and is supervised by the Supervisor II and is under the general direction of the Assistant Executive Officer and the Executive Officer.

C. Supervision Exercised

None. May be assigned to a lead worker capacity providing consultative guidance to staff and providing audit support.

D. Administrative Responsibility

None

E. Personal Contacts

The Analyst II has direct, daily contact with BVNPT management and staff. The Analyst II has frequent, direct contact with Investigators from the Division of Investigation, and other investigative agencies, DCA Executive and Legal staff and the Deputy Attorney's General either in-person, via phone or via email, regarding case management and standard of practice concerns. The Analyst II is required to maintain a positive, professional working relationship with members of the profession, and other staff from BVNPT and the DCA.

F. Actions and Consequences

Failure to properly monitor and complete assignments may result in the Board's inability to fulfill its mission-critical activities related to the regulation of the professions of Vocational Nursing and Psychiatric Technicians causing a failure to adequately protect the public from unsafe or incompetent licensees or other unlicensed persons.

G. Functional Requirements

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, telephone, copier and fax machine is essential to the duties of this position. The position requires bending and stooping to retrieve files, sitting and standing consistent with office work, and occasional light lifting of no more than 20 lbs.

H. Other Information

The Analyst II routinely encounters sensitive and confidential issues and/or materials, which may include sexually explicit language/pictures and graphic medical procedures, such as autopsies. The incumbent is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive investigative matters at all times. Additional abilities as follows:

- Ability to work cooperatively with others and always exhibit courteous behavior towards coworkers and the public.
- Ability to work efficiently.
- Ability to report to work on time.
- Ability to maintain consistent, regular attendance.
- Ability to work under changing priorities or deadlines.
- Ability to look and act in a professional manner.
- Ability to proficiently use personal computers and standard office software.
- Ability to travel by various methods of transportation. Must be able to travel throughout the state to attend board meetings, conferences and workshops as needed. If travel expenses are incurred, mileage will be reimbursed at the current allowable rate.

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.

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, and within 30 days of leaving office.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

The incumbent is required to travel throughout an assigned geographical area by various methods of transportation

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

New: 8/2025