

Department of Consumer Affairs

Position Duty Statement

HR-041 (New 7/2015)

Classification Title	Board/Bureau/Division
Analyst I	California Board of Occupational Therapy
Working Title	Office/Unit/Section / Geographic Location
Enforcement Analyst	Enforcement Unit /Sacramento
Position Number	Name and Effective Date
647-110-5157-006	

General Statement: Under the supervision of the Enforcement Unit Manager, Supervisor I the Analyst I is responsible for performing a variety of enforcement activities and provides consultative services to the Supervisor I, Executive Officer (EO), Board of Occupational Therapy (Board), and outside agencies. Duties include, but are not limited to, the following:

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

50% Case Review and Analysis (E)

- Evaluate incoming complaints and related documents from consumers, law enforcement agencies, other boards, licensees, associations, and other interested parties to determine if the complaint has merit and is within the Board's jurisdiction (15%).
- Perform in-house desk investigations via correspondence and telephone contact to gather evidence to determine if a violation of the Business and Professions Code, Occupational Therapy Practice Act or regulations has occurred including, but not limited to, witness declarations, personnel documents, patient records, timesheets, any other documents that provide evidence to support the violation. Review documents received/obtained for thoroughness (15%).
- Make recommendations to the SSMI based on case evidence compiled by the desk investigation and determine if the case warrants review by the Attorney General's Office (AGO). Prepare case transmittals for AGO. Interact with deputy attorney general regarding case management. Prepare and provide supporting documents as necessary (e.g., certification of licensure, certification of costs) (10%).
- Prepare request for service and transmit cases to the Division of Investigations (DOI) for field investigation. Assist and interact with DOI field office supervisors and investigators with cases that are being investigated (5%).
- Determine if the case evidence requires review by an expert examiner, who is a licensed Occupational Therapist. Prepare the package to transmit to the expert, which includes the desk investigation, the complaint, and any supporting documents (5%).

20% Citation and Fine (E)

- Prepare citations and fines, warning letters, and correspondence based on the knowledge of laws and regulations including, but not limited to the California Code of Regulations and any other applicable statutes.
- Respond verbally and in writing to complex enforcement inquiries via telephone calls, e-mails, and correspondence. Monitor and periodically testify at administrative citation and fine hearings and maintain accurate tracing mechanisms, statistical logs, and reports.

20% Cost Recovery and Citation Payments (E)

- Review monthly invoices for cost recovery and citations; establish and identify payment plans, if necessary. Follow-up on past due accounts by informing the licensee that if payment is not received, their name will be sent to the Franchise Tax Board (FTB) to intercept State tax refunds and/or any lottery winnings and their license will not be renewed. Forward overdue accounts to the FTB to collect outstanding costs. Identify, place, and release license renewal holds to ensure timely payments.
- Provide updates, additions, deletions, and changes to the FTB. Respond to complex telephone calls and requests for information. Develop and maintain procedures, tracking mechanisms, and statistical data. Receive and update cost recovery information in the BreEZe database system.

5% Disciplinary Actions (M)

- Enter and update disciplinary information in the BreEZe database system. Respond to complex telephone calls, e-mails, and requests for disciplinary information from the public, DOI, Office of Administrative Hearings, Department of Consumer Affairs (DCA) Legal Office, and the AGO. Review incoming petitions for modification, early termination of probation, and reinstatement. Prepare background information to be provided to the deputy attorney general assigned to present the case. Compile all the supporting documents and prepare the transmittal memo to the AGO.

5% Perform Other Duties as Required (M).

B. Supervision Received

The Analyst I is under the general direction and receives the majority of assignments from the Enforcement Supervisor I, however, direction and assignments may also come from the EO.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The incumbent will have frequent contact with licensees to review and discuss the status of their cost recovery accounts and/or disciplinary cases and occasional frequent contact with employers of licensees to obtain employment information. In addition, the incumbent will have contact with peers: employees at DCA, General Ledger Unit to discuss and reconcile cost recovery account information, collection entities, other governmental agencies, and the general public regarding disciplinary case information.

F. Actions and Consequences

The Cost Recovery program is essential in order to recover costs associated with investigative and prosecution. Failure to administer the program properly and effectively would result in a decrease in revenue reimbursements.

The Citation and Fine program is in place as a form of administrative action against licensees who violate the Occupational Therapy Practice Act. Failure to operate the program properly and effectively would result in a lack of public protection and prevent enforcement of mandated regulations of the Occupational Therapy Practice Act.

G. Functional Requirements

The position requires the incumbent to work 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer, scanning equipment, reproduction equipment and telephone is essential when working in the office setting. The position requires positioning oneself to retrieve files, and occasional light movement of office equipment, of less than 20 lbs. The position will require incumbent to travel periodically throughout an assigned geographical area, by various methods of transportation, to attend administrative hearings.

H. Other Information

Regular and consistent attendance is required. Incumbent is expected to possess good communication and organizational skills, be punctual, dependable, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, and manage time and resources effectively. In addition, the incumbent must portray a professional demeanor at all times and be available to effectively testify at administrative hearings, incumbent may be required to travel.

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.

I. Criminal Offender Record 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 with DCA's CORI procedures, clearance shall be maintained while

employed in a CORI-designated position. 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.

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: 08/2026