

Department of Consumer Affairs**Position Duty Statement**

HR-41 (Revised 7/2015)

Page 1 of 4

Classification Title	Board/Bureau/Division
Inspector II	Medical Board of California
Working Title	Office/Unit /Section / Geographic Location
Probation Inspector	Probation – LA Metro Unit/ Glendale, CA
Position Number	Name and Effective Date
629-193-8833-011	

GENERAL STATEMENT:

Under general direction of a Supervisor I, the incumbent performs independent specialized monitoring of a caseload of difficult and complex probationers. The Probation Inspector II functions as a subject matter expert and lead-level inspector, providing guidance to lower-level staff and ensuring probationers' compliance with disciplinary orders. The incumbent identifies and refers compliance issues to the Supervisor I for further action and may assist with reviewing complex or sensitive cases. Regular travel throughout assigned geographic areas is required. The selected candidate is subject to fingerprint and medical clearance. Duties include, but are not limited to, the following:

A. SPECIFIC ASSIGNMENTS [w/Essential (E) and Marginal (M) Functions]**65% Probation Case Monitoring (E) (*Driving, sitting, balance and carrying required*)**

- Plans, organizes, and independently performs monitoring of the professional activities of the licensee/probationer for compliance with applicable laws, regulations, and disciplinary terms. Reviews legal decisions placing the licensee on probation and identifies required terms, conditions, and completion timeframes. Conducts initial intake interviews to ensure probationers understand their obligations and provides expert interpretations of laws, rules, regulations and policies. Maintains ongoing contact to review compliance status. (25%)
- Retrieves, evaluates, and verifies documentation submitted by probationers (i.e., quarterly declarations, practice monitor reports, controlled substances logs, chaperone logs and notifications made to patients regarding limits on practice). Independently validates accuracy through Controlled Substance Utilization Review and Evaluation System (CURES) reports and interviews with office staff, patients, or other relevant sources. (20%)
- Locates probationers and conducts independent, routine, and complex scheduled or unscheduled interviews with probationers, employers, hospital/medical staff, practice monitors and other individuals to verify compliance with probationary terms. Reports controlled substance prescriptions relevant to biological fluid testing to the Board's contractor. (10%)
- Reviews background information on proposed practice monitors, treating physicians, chaperones, and similar nominees to determine suitability for monitoring roles. Provides written approval or denial to the probationer. (5%)
- Consults with Deputy Attorneys General on suspected probation violations and clarifying evidence needs and determining whether issues constitute violations. Gathers maintains and preserves evidence in accordance with Board policy.

Consults with District Medical Consultants on medical or psychiatric evaluations and controlled substance concerns to determine if additional restrictions or actions may be necessary. (5%)

25% Reports, Correspondence, and Documentation (*Sitting required*) (E)

- Prepares clear, detailed, and comprehensive reports following intake interview and each quarter thereafter, documenting probationers' compliance with all terms and conditions. Prepares non-compliance reports used to initiate citations fines, investigations, or referral to the Attorney General's (AG) office.
- Drafts formal correspondence to probationers documenting compliance issues, requirements, and expectations. Prepares correspondence to employers, the probationer's treating physicians, practice monitors, chaperones, and other involved individuals outlining their responsibilities and expectations.

10% Administrative Tasks (*Sitting required*) (M)

- Files reports and documentation related to probation monitoring and serves as a lead person, providing field training and technical guidance to new inspectors on case management and interview procedures.
- Completes internal administrative tasks, including tasks, including daily, weekly, monthly, and quarterly activity reports, attendance reports, travel claims, and mileage logs. Assists the Supervisor I in preparing workload statistical reports. Serves suspension orders and collects prescription pads, medical licenses, and controlled substances when required. Collaborates with field investigators and participates and testifies in administrative hearings when monitoring cases are referred to the AG's Office for further administrative action.

B. Supervision Received

The Inspector II reports to and receives the majority of assignments from the Supervisor I but may receive direction or assignments from the Probation Unit Supervisor II.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

Regularly coordinates with other Board staff/Inspectors regarding record and document gathering and other probation monitoring work. Communicates regularly with the Supervisor I regarding the status of the probation caseload. Provides field training for new inspectors on case management and conducting interviews. Participates in occasional meetings and consults with other probation staff and Board management regarding probation monitoring processes. Regularly interviews probationers, medical staff, treating physicians and practice monitors. Has regular communication with other Board units including (but not limited to) the Licensing Program, Discipline Coordination Unit and Central Complaint Unit.

F. Actions and Consequences

Failure to effectively monitor the probation caseload in a timely manner, or inefficiency in monitoring probationers, may result in probationers completing their probationary term without satisfying all terms and conditions. Inadequate monitoring of probationers may result in allowing a violation of the probationary terms and conditions to go undetected

or uncorrected. In addition, inadequate monitoring of probationers may result in the non-compliant probationers continuing to violate the probationary terms and conditions.

G. Functional Requirements

The Inspector works 40 hours per week, and 50% in an office setting, with artificial light and temperature control. Daily access to and use of a vehicle, personal computer and telephone are essential. Sitting and standing requirements in the office are consistent with office work. The incumbent is required to travel throughout a geographical area by various methods of transportation which may include overnight stays in a hotel. The Inspector may spend approximately 50% of their time in the field which includes sitting/driving and walking.

H. Environmental Conditions

The Inspector will work both indoors and outdoors, depending on the situation he or she is involved in, at any given time. While indoors, the temperature and humidity are reasonably controlled, but while out of doors, the Inspector is exposed to climatic conditions. While driving, the Inspector is exposed to dust and fumes. This position requires visits to medical facilities which may expose incumbents to various chemicals and infectious diseases.

I. Other Information

The Inspector is responsible for an assigned vehicle and requires possession of a valid California driver's license (appropriate class) issued by the Department of Motor Vehicles (DMV). The incumbent shall participate in DMV's Employer Pull Notice Program (EPN), which is a process for providing the Department with a report showing the driver's current public record as recorded by the DMV, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or license, added to the driver's DMV record.

The Inspector is responsible for managing a caseload of probation monitoring cases over extensive periods of time, exhibiting strong organizational skills, and demonstrating effective verbal and written communication skills.

The Inspector must be familiar with and interpret and explain applicable provisions of laws, rules and regulations and the ordered terms and conditions of probation. The Inspector must possess good communication skills, use good judgment in decision making, manage time and resources effectively, and be able to work efficiently and cooperatively with others in a team setting or independently. The Inspector must be able to work under changing priorities and deadlines. The Inspector 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. The Incumbent must pass a medical examination to ensure fitness.

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.

Title 11, section 703(d) 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 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.

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 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.

Department of Motor Vehicles Employer Pull Notice Program:

The incumbent shall participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program, which is a process for providing the Department with a report showing the driver's current public record as recorded by the DMV, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or license, added to the driver's DMV record.

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 your supervisor. If unsure of a need for reasonable accommodation, inform the 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

Rev. 8/2026
Approved:

Department of Consumer Affairs

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Page 1 of 4

Classification Title Inspector I	Board/Bureau/Division Medical Board of California
Working Title Probation Inspector	Office/Unit /Section / Geographic Location Probation – LA Metro Unit/ Glendale, CA
Position Number 629-193-8834-XXX	Name and Effective Date

GENERAL STATEMENT

Under direction of a Supervisor I, the incumbent manages a caseload of licensees on probation. The Probation Inspector I works at the entry/trainee level, performing probation monitoring duties while receiving guidance and direction from the Supervisor I and more experienced staff. The incumbent monitors probationers' compliance with the terms and conditions outlined in disciplinary orders and identifies and refers compliance issues to the Supervisor I for further review or action. Regular travel throughout assigned geographic areas is required. The selected candidate is subject to fingerprint and medical clearance. Duties include, but are not limited to, the following:

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

65% Probation Case Monitoring (E)

(Driving, sitting, balance and carrying required)

- Reviews the final legal decision placing the licensee on probation and identifies the terms, conditions, and completion timelines. Conducts intake interviews with probationers to provide clarification, answer questions, and determine progress in meeting ordered terms and conditions. **(25%)**
- Retrieves and evaluates the documentation submitted as a condition of probation (i.e., quarterly declarations, practice monitor reports, controlled substances logs, chaperone logs and notifications made to patients regarding limits on practice). Validates controlled substance logs using Controlled Substance Utilization Review and Evaluation System (CURES) reports and interviews the probationer's office staff and patients, if necessary. **(20%)**
- Locates probationers and conducts routine scheduled and unscheduled interviews with probationers, employers, hospital/medical staff, practice monitors and others to confirm compliance with probation terms. **(10%)**
- Reviews background information on proposed practice monitors, treating physicians, chaperones, and similar individuals to determine suitability to monitor the probationer. Advises the probationer in writing of the approval or denial of the nominee. **(5%)**

- Consults with Deputy Attorneys General regarding potential probation violations. Seeks guidance on whether identified issues constitute violations and what evidence may be necessary to confirm a violation. Gathers, maintains, and preserves evidence in accordance with Board policy. Consults with District Medical Consultants as needed to review medical and psychiatric reports and obtain direction on controlled substance issues or concerns related to compliance. **(5%)**

25% Reports, Correspondence and Documentation (*Sitting required*) (E)

- Prepares detailed reports following the intake interview and each quarter thereafter, documenting the probationer's progress toward meeting required terms. Prepares non-compliance reports to support referral for citations and fines, investigation, or referral to the Attorney General's (AG) office for further administrative action.
- Prepares formal correspondence to probationers documenting issues related to non-compliance. Drafts correspondence to employers, treating physicians, practice monitors, chaperones, and other individuals outlining expectations, responsibilities, and reporting obligations related to the probationer.

10% Administrative Tasks (*Sitting Required*) (M)

- Files reports and documents submitted as part of monitoring probation compliance.
- Completes internal administrative tasks such as daily, weekly, monthly, and quarterly activity reports, attendance reports, travel claims, and mileage logs. Serves suspension orders and collects prescription pads, medical licenses, and controlled substances as required. Cooperates with field investigators and participates and testifies in administrative hearings when probation monitoring cases are referred to the AG's Office.

B. Supervision Received

The Inspector I reports to and receives the majority of assignments from the Supervisor I but may receive direction or assignments from the Probation Unit Supervisor II.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

Regularly coordinates with other Board staff/Inspectors regarding record and document gathering and other probation monitoring work. Communicates regularly with the Supervisor I regarding the status of the probation caseload. Participates in occasional meetings and consults with other probation staff and Board management regarding probation monitoring processes. Regularly interviews probationers, medical staff, treating physicians and practice monitors. Has regular communication with other Board units including (but not limited to) the Licensing Program, Discipline Coordination Unit and Central Complaint Unit.

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I. Other Information

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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 your supervisor. If unsure of a need for reasonable accommodation, inform the 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

Rev. 08/2026
Approved: