

Department of Consumer Affairs
Position Duty Statement
HR-041 (Revised 8/2026)

Classification Title	Board/Bureau/Division
Supervisor I	California Veterinary Medical Board
Working Title	Office/Unit/Section/Geographic Location
Enforcement Program Manager	Enforcement Sacramento
Position Number	Name and Effective Date
635-110-4800-XXX	

General Statement: Under general direction of the Veterinary Medical Board's (Board) Deputy Executive Officer (Supervisor II) the Enforcement Program Manager (Supervisor I) (Enforcement Program Manager) manage and directs all elements of the Board's enforcement program which includes complaint intake, investigation, the Citation and Fine Program, and the Formal Discipline and Probation section. Duties include, but are not limited to, the following:

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

55% (E) Supervisory

Supervises and directs the day to day activities of the Board's enforcement program including complaint intake investigation, Citation and Fine program, and the Formal Discipline and Probation section and administers, interprets, and enforces provisions of the law relating to disciplinary actions for violations of the California Veterinary Medicine Practice Act. (30%)

Plans, assigns, reviews and evaluates the work of enforcement staff which includes investigation reports, citations, petitions, accusations, statement of issues, proposed decisions and stipulated agreements. (20%)

Recruits, trains, evaluates performance and prepares all sensitive personnel related documents for applicable enforcement staff. Manages and oversees services provided by expert witnesses and veterinary consultants. (5%)

20% (E) Expert Witness and Enforcement Liaison

Serves as an expert witness on designated enforcement cases, interprets disciplinary guidelines and works closely with the Attorney General's Office in settlement negotiations resolving complex Accusations and Statement of Issues.

Responsible for enforcement related liaison activities with the Division of Investigation, Office of the Attorney General, Office of Administrative Hearings, Board members, other State agencies, legal counsel, consumers, and various professional organizations.

20% (E) Board and Committee Support

Attend various Board and Committee meetings to ensure efficient and effective processing of enforcement and disciplinary hearing requirements and interpret current policies and procedures. Represent the Board at departmental enforcement meetings. Coordinate completion of all Board and Committee enforcement meeting reports and all disciplinary actions schedule for hearing.

Provide detailed analysis and reports on statistical enforcement data and provide enforcement budget projections to Board management. Evaluate Board guidelines for

disciplinary action on a continuous basis recommending improvements to the Executive Officer, Deputy Executive Officer, and Board members and make recommendations on Citation and Fine Program provisions.

5% (E) Probation and Compliance Program

Review and recommend approval or denial of licensee applications based on criminal history and compose Statement of Reasons documents for probationary licensure.

B. Supervision Received

The Supervisor I is under the general direction of the Supervisor II.

C. Supervision Exercised

Supervises a small group of professional and clerical staff.

D. Administrative Responsibility

None

E. Personal Contacts

The incumbent interacts daily with peers, staff, licensees, consumers, Board members, Committee members, expert witnesses, veterinary consultants, representatives of the Department of Consumer Affairs (DCA) and Deputy Attorneys General. The Supervisor I must often respond to complex, sensitive and technical questions regarding enforcement of the California Veterinary Medicine Practice Act.

F. Actions and Consequences

Errors in judgment by the incumbent could have significant adverse impact on California consumers of veterinary medicine, applicants for licensure, Board licensees, and the operations and functions of the Board and DCA. If the incumbent fails to adequately perform the duties, the Board would fail in its mandate to protect consumers and their pets. Errors could result in the release of confidential information causing harm to the consumer or licensee and could result in missed deadlines causing a case with merit to be dismissed on a technicality. Errors could result in increased enforcement costs due to an enforcement action being reversed based on inattentiveness to legal requirements allowing an incompetent or negligent licensee to continue to practice. The consequences of such action could result in legislative and media scrutiny as well as departmental sanctions.

G. Functional Requirements

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 be able to remain in a stationary position 50% of the time. Travel to and attendance at various meetings occurs regularly and is an essential function of this position. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

H. Other Information

Incumbent must possess good communication 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 management needs. Confidentiality and discretion are required due to the nature and sensitivity of the documents handled. Incumbent works with considerable independence in implementing specific assignments. Regular attendance and punctuality are an essential function of this position.

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.

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.

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 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.

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 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 _____

- Supervisor I

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.

Manager Signature

Date _____

- Supervisor II

Printed Name