

Department of Consumer Affairs

Position Duty Statement

HR-41a (new 7/2015)

Classification Title Analyst I	Board/Bureau/Division Board of Registered Nursing
Working Title Intervention Unit Analyst	Office/Unit/Section / Geographic Location Enforcement Division/Intervention Unit/Sacramento
Position Number 630-110-5157-043	Name and Effective Date

General Statement: Under the supervision of the Intervention Unit Supervisor I, the Intervention Unit Analyst is responsible for ensuring timely and effective analytical action regarding licensees who are referred to the Board of Registered Nursing (BRN) Intervention Program (Program) for rehabilitation from substance use disorder or mental illness. Duties include, but are not limited to, the following:

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

45% (E) Program Referral and Outreach

Evaluate referrals to the Program by reviewing Breeze license and enforcement information, CURES records, and analyzing supporting documents such as complaints, investigations, court records, and disclosures. Interpret and apply relevant laws, regulations, policies and guidelines to determine Program eligibility. Consult with Analyst II or Unit Supervisor for complex cases involving Board disciplinary action. Coordinate with Recovery Program vendor staff and BRN Enforcement Division staff on referral status and outcomes. Maintain Breeze license and enforcement records to reflect referral status and outcomes. Track and monitor Program applicant progress in Microsoft Excel to ensure they are reviewed by the Intervention Evaluation Committee. Maintain confidential Program records in compliance with related laws, regulations, and policies. (35%).

Respond to highly sensitive phone, email, and written inquiries from licensees and the public regarding the Program. Provide detailed information about the Program while maintaining confidentiality of program participants and records. As needed, provide general information about the Board's complaint and disciplinary process. Refer more complex or specific inquiries to lead Analyst II or unit Supervisor for detailed responses. Under close supervision, develop and support public outreach activities to improve the public's understanding of the Program, including related laws, regulations, policies and guidelines. Track and monitor referral, outreach and education activities to measure success of BRN's outreach efforts. (10%)

25% (E) Policy Compliance and Procedure Development

Analyze and interpret applicable laws, regulations, policies and guidelines to ensure compliance and informed decision-making. Evaluate existing policies and procedures, identify areas for improvement, and recommend revisions or alternative solutions with a high level of responsibility. Monitor and stay informed of any policy updates from state control agencies, the Department, the Board, or BRN management. Continuously draft, revise, and maintain

unit procedures to align with policy changes. Develop and maintain unit desk manuals, templates, checklists, and reference materials, including a system for regular updates and distribution. Provide guidance to lower-level staff (i.e. Office Technician (OT)) on small projects.

Evaluate Recovery Program vendor for compliance with Recovery Program agreement by reviewing various notifications and reports received from the contractor. Recommend process improvements to management to ensure smooth operation of the Intervention Program statewide.

- 15% (E) Intervention Evaluation Committee Member Recruitment and Onboarding**
Evaluate Intervention Evaluation Committee (IEC) Member candidates by reviewing application, resume, and applicable license, enforcement, and public certification records. Interpret and apply relevant laws, regulations, policies and guidelines to determine eligibility. Consult with Analyst II or Unit Supervisor when needed. Under close supervision, plan, organize, develop, and implement IEC member recruitment strategies. Provide candidates with information regarding the Board's mission and as it relates to administering the Program. Track and monitor recruitment activities for effectiveness. Recommend alternative options for recruitment to increase candidate pools. Assist with developing IEC member guides and resources to improve IEC member recruitment and onboarding process. Review IEC member appointment and separations documents for accuracy. Track, monitor, and report statistics regarding IEC member vacancies, appointments, recruitment, and onboarding.
- 10% (E) Staff Work Reports, Meetings and Development**
Regularly attend and participate in meetings with management and team. As needed, attend and participate in professional training and development opportunities. As needed, plan, schedule, and coordinate meetings between various staff and other units or contract staff. Prepare and submit daily work reports for workload analysis.
- 5% (M) Administrative Functions**
Act as back-up to OT in retrieving, handling, or distributing Intervention phone calls, email messages, and mail correspondence.
- Represent the Board at DCA travel liaison meetings. As needed, create and maintain travel expense spreadsheets; obtain travel receipts and ensure they are organized and properly assembled for travel expense claims; type data into CalATERS system for travel expense submission; consult with DCA Travel Claims Unit on any travel-related question or issue; assist Committee members with setting up Concur and CalATERS profiles.
- As needed, assist with developing and preparing materials for public meetings (Board, IEC, Intervention Liaison Committee) and departmental or contractor meetings.
- B. Supervision Received
The Analyst I is supervised by the Supervisor I; however, direction and assignments may also come from the Deputy Chief (Supervisor II), Enforcement Division Chief (Supervisor II), Executive Officer (EO) and the Assistant Executive Officer (AEO).
- C. Supervision Exercised
None
- D. Administrative Responsibility
None

E. Personal Contacts

The Analyst I has frequent contact with the Intervention Unit Supervisor and staff, Recovery Program contract staff, Enforcement Division staff, IEC members, and licensees who are referred to or participating in the Intervention Program. The Analyst I has occasional contact with Nurse Support Group facilitators, Deputies Attorney General and Division of Investigation Investigators, and members of the public.

F. Actions and Consequences

Failure to properly determine eligibility could result in failure to adequately protect the public from potentially impaired Registered Nurses. Inadequate advice and consultation to potential Intervention Program participants could result in a missed opportunity to intervene in a crisis for a Registered Nurse who may be chemically dependent and/or mentally ill.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. The use of a personal computer, telephone, copier and fax machine is essential to the duties of this position. The incumbent must be able to work at a computer (repetitive movements) and remain in stationary position for long periods of time. The incumbent must be able to position self to move files. Occasional light lifting of no more than 20 lbs. This position requires occasional travel. The incumbent is required to travel by various methods of transportation. If travel expenses are incurred, mileage will be reimbursed at the current allowable rate.

H. Other Information

Incumbent must:

- Maintain the Intervention and Enforcement Program's confidentiality.
- Communicate effectively both verbally and in writing
- Work efficiently and cooperatively with others
- Manage time and resources effectively
- Work independently while demonstrating initiative and good judgment
- Work effectively under changing priorities and deadlines
- Produce high-quality, completed staff work
- Reason logically and creatively utilizing a variety of analytical techniques to resolve complex problems
- Accept increasing responsibility

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.

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.

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: 8/2026