Department of Consumer Affairs
Position Duty Statement
HR-41 (Revised
9/2019) 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 – South Unit
Position Number 629-192-8834-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 works at the entry, trainee level and monitors probationers' compliance with the terms and conditions set forth in disciplinary orders and identifies and refers compliance issues to the Supervisor I for further action. The incumbent is required to travel regularly throughout assigned geographic areas. 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 from the administrative action placing the licensee on probation. Identifies the terms and conditions which must be met during the probationary period and the timeframes for completion. Meets with the probationer for an intake interview and reviews each of the terms and conditions to ensure they understand what is required during the period of probation. Maintains ongoing contact with the probationer to explain the requirements and determine status of completing the ordered terms and conditions. **(25%)**
- Retrieves and evaluates the documentation produced by the probationer and required 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). Reviews and validates the accuracy of probationers' controlled substance logs with reports generated from the Controlled Substance Utilization Review and Evaluation System (CURES) database which maintains the probationer's prescription drug history. Interviews the probationer's office staff and patients, if necessary. **(20%)**
- Locates and routinely conducts scheduled and unscheduled interviews with

probationers, employers, hospital/medical staff, practice monitors and other individuals as needed to confirm and ensure the probationer is complying with the terms of probation. **(10%)**

- Reviews background information on proposed practice monitors, treating physicians, chaperones, etc., to determine whether the individual should be approved to monitor the licensee on probation. Advises the probationer in writing of the approval or denial of the nominee. **(5%)**
- Consults with Deputy Attorneys General regarding possible violations of probation. Seeks guidance on whether issues identified represent a probation violation and clarifies what evidence may be needed to support violation. Gathers, maintains, and preserves evidence or property, in compliance with Board policy needed to refer a case for investigation. Consults with District Medical Consultants as needed to review medical and psychiatric evaluation reports to determine if the findings suggest that any further restriction on the probationer's practice might be indicated. Seeks direction on controlled substances either being prescribed to or by the probationer for appropriateness and on other concerns/issues raised that relate to compliance with probationary terms. **(5%)**

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

- Prepares detailed reports after the intake interview with the probationer and each quarter thereafter relaying the progress of the probationer's compliance with the terms and conditions of probation. Prepares reports of non-compliance when a probationer fails to comply with a term of probation which is used to generate a citation and fine, field investigation or referral to the Attorney General's (AG) office for further administrative action. **(20%)**
- Prepares correspondence to probationers formally documenting any issues related to non-compliance with the ordered terms and conditions. Prepares correspondence to employers, the probationer's treating physicians, practice monitors, chaperones, etc. relating the expectations required of individuals surrounding the licensee on probation and the responsibilities they are assuming for monitoring and reporting possible probation violations. **(5%)**

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

- Files reports and documents submitted as part of monitoring the licensee's compliance with probation. **(5%)**
- Prepares and performs internal administrative functions such as daily, weekly, monthly, and quarterly activity reports, attendance reports, travel claims, and mileage logs. Serves suspension orders on probationers and collects prescription pads, the physician's medical license, and any controlled substances maintained in the office until suspension has been lifted. Cooperates with the field investigator and participates and testifies in administrative hearings if a probation monitoring case is referred to the AG's Office for further administrative action. **(5%)**

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.

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, an inadequate monitoring of probationers may result in the non-compliant probationers to continue to violate the probationary terms and conditions.

G. Functional Requirements

The Inspector works 40 hours per week, 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 the 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, develop 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.

Background Check

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 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 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. PR 12/2024
Approved:

Classification Title	**Board/Bureau/Division**
Inspector II	Medical Board of California
Working Title	**Office/Unit /Section / Geographic Location**
Probation Inspector	Probation – South Unit
Position Number	**Name and Effective Date**
629-192-8833-XXX	

GENERAL STATEMENT:

Under general direction of a Supervisor I, the incumbent conducts independent inspections and manages a caseload of difficult and complex probationers. The Probation Inspector works as a subject matter expert, in a Lead capacity, and monitors probationers' compliance with the requirements set forth in disciplinary orders and identifies and refers compliance issues to the Supervisor I for further action. The incumbent is required to travel regularly throughout assigned geographic areas. The incumbent may act as a lead person and provide training to lower-level staff. 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 performs the work of inspecting the professional activities of the licensee/probationer for compliance with the law. Reviews the final legal decision from the administrative action placing the physician on probation; identifies the terms and conditions which must be met during the probationary period and the timeframes for completion. Meets with the probationer for an initial intake and reviews each of the terms and conditions to ensure they understand what is required during the period of probation. Interprets and explains laws, rules, regulations and policies to the probationer. Maintains ongoing contact with the probationer to explain the requirements and determine status of completing the ordered terms and conditions. **(25%)**
- Retrieves and evaluates the documentation produced by the probationer and required 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); reviews and independently validates the accuracy of information reported by the probationer by obtaining reports from the Controlled Substance Utilization Review and Evaluation System (CURES), interviewing the probationer's office staff and patients, if necessary. **(20%)**
- Locates and routinely conducts independent inspections and scheduled and unscheduled interviews with probationers, employers, hospital/medical staff, practice monitors and other individuals as needed to confirm and ensure the probationer is complying with the terms of probation. Reports prescriptions for controlled substances in compliance with biological fluid testing to the Board's biological fluid testing contractor. **(10%)**

- Reviews background information on proposed practice monitors, treating physicians, chaperones, etc., to determine whether the individual should be approved to monitor the licensee on probation. Advises the probationer in writing of the approval or denial of the nominee. **(5%)**
- Consults with Deputy Attorneys General regarding possible violations of probation. Seeks guidance on whether issues identified represent a probation violation and clarifies what evidence may be needed to support violation. Gathers, maintains, and preserves evidence or property, in compliance with Board policy needed to refer a case for investigation. Consults with District Medical Consultants as needed to review medical and psychiatric evaluation reports to determine if the findings suggest that any further restriction on the probationer's practice might be indicated. Seeks direction on controlled substances either being prescribed to or by the probationer for appropriateness and on other concerns/issues raised that relate to compliance with probationary terms. **(5%)**

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

- Prepares concise, detailed reports after the intake interview with the probationer and each quarter thereafter relaying the progress of the probationer's compliance with the terms and conditions of probation. Prepares reports of non-compliance when a probationer fails to comply with a term of probation which is used to generate a citation and fine, field investigation, or referral to the Attorney General's (AG) office for further administrative action. **(20%)**
- Prepares correspondence to probationers formally documenting any issues related to non-compliance with the ordered terms and conditions. Prepares correspondence to employers, the probationer's treating physicians, practice monitors, chaperones, etc. relating the expectations required of individuals surrounding the licensee on probation and the responsibilities they are assuming for monitoring and reporting possible probation violations. **(5%)**

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

- Files reports and documents submitted as part of monitoring the licensee's compliance with probation. Acts as a lead person and provides field training for new inspectors on case management and conducting interviews. **(5%)**
- Prepares and performs internal administrative functions such as daily, weekly, monthly, and quarterly activity reports, attendance reports, travel claims, and mileage logs. Assists the Supervisor I as needed in preparing workload statistical reports. Serves suspension orders on probationers and collects prescription pads, the physician's medical license, and any controlled substances maintained in the office until suspension has been lifted. Cooperates with the field investigator and participates and testifies in administrative hearings if a probation monitoring case is referred to the AG's Office for further administrative action. **(5%)**

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, an inadequate monitoring of probationers may result in the non-compliant probationers to continue to violate the probationary terms and conditions.

G. Functional Requirements

The Inspector works 40 hours per week, 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 the 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, develop 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.

Background Check

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 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 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. PR 12/2024
Approved: