Department of Consumer Affairs
Position Duty Statement
HR-041 (new 7/2015)

Classification Title Analyst II	**Board / Bureau / Division** Dental Board of California
Working Title Educational Program Compliance Analyst	**Office / Unit / Geographic Location** License and Program Compliance Unit / Sacramento
Position Number 624-210-5393-907	**Name / Effective Date**

General Statement: Under the direction of the Dental Board of California (Board) License and Program Compliance Unit (LPCU) Supervisor I and indirect supervision of the Dental Assisting License and Program Compliance (DALPC) Supervisor II, the Analyst II independently administers the approval process for auxiliary educational programs and oversees the licensing process. Duties include, but are not limited to, the following:

A. Specific Assignment [Essential (E) and Marginal (M) Functions]:

60% Program Coordinator for Educational Course Approval and Monitoring (E)

- Receive, coordinate, and assign Registered Dental Assistant (RDA) and Registered Dental Assistants in Extended Functions (RDAEF) educational course and program applications to consultants for review; establish and monitor required dates of completion; analyze evaluations to determine completeness and conformation with laws and regulations; formulate amendments as necessary and communicate with the consultant about such amendments and final findings to applicants. (30%)
- Examine complaints against approved courses and programs, implementing a plan to monitor their activities. (10%)
- Schedule and attend on-site inspections of programs and prepare reports describing the applicant's compliance with laws and regulations governing faculty qualifications, facilities, equipment, and curriculum, using pre-established evaluation documents as well as specially created reports. (5%)
- Develop documents reflecting current laws, regulations, and policies for completion by applicants seeking Board approval as RDA/RDAEF educational courses and programs providers; ensure documents capture information that is required for consultants to evaluate the application. (5%)
- Create documents for completion by consultants to describe their evaluation of educational course and program applicants, representing laws, regulations, and policies governing the approval process. (5%)
- Solicit qualified consultant Subject Matter Experts, develop and administer training, and monitor consultant performance. (5%)

20% Regulatory/Legislative Analysis (E)

- Review and analyze existing regulations to determine if they are obsolete or inconsistent with current law and make recommendations to management on changes needed to regulations governing the educational course and program

approval process and formulate related language and analyses.

- Review and analyze new legislation impacting the educational course and program approval process and make recommendations on the possible impact to the Board.
- Draft new or revise existing regulations pertaining to educational course and approval processes.

10% Public Communication (E)

- Respond to complex politically sensitive issues in writing and over the telephone from applicants, licensees, representatives of educational programs, professional organizations, government agencies, and the public clarifying policies and procedures regarding the educational course and program approval and licensing processes; and attend meetings of industry groups representing auxiliary educational programs.

10% Licensing Program Analyst Back-Up (M)

- Prepare the Annual Statistical Profile using budgetary, examination, and licensing statistics and program information.
- Prepare monthly and quarterly licensing and examination statistical reports.

B. Supervision Received

The Analyst II reports directly to and receives most assignments from the Supervisor I; however, the Analyst II may receive assignments from other supervisors, managers, the Assistant Executive Officer, or the Executive Officer.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The Analyst II has frequent contact with the public, applicants, licensees, subject matter experts, and other Board employees.

F. Actions and Consequences

Failure to perform duties will negatively impact essential Board operations; possibly cause noncompliance with laws and regulations. Improper actions and decisions could result in program disruption and possible harm to the public by allowing incompetent licensees to practice.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Ability to use a personal computer and telephone is essential as the majority of the work is performed on the personal computer and telephone. Sitting and standing requirements are consistent with office work.

H. Other Information

The Analyst II must be organized, can analyze complex situations and act in a timely manner. Desirable qualifications are use of good judgment, takes effective action; excellent interpersonal, verbal, and written communication skills; works independently and takes initiative; dependable attendance and punctuality; proficiency with MS Windows and MS Office. As part of the Board's LPCU, the position requires confidentiality and discretion due to the sensitivity of documents handled and information discussed.

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 Economics 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.)

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Employee Signature Date

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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: 11/2026