Classification Title
Associate Governmental Program Analyst

Board/Bureau/Division
Board of Registered Nursing

Working Title
Probation Monitor

Office/Unit/Section / Geographic Location
Discipline/Probation / Probation Sacramento Office

Position Number
630-110-5393-8xx

Name and Effective Date

**General Statement:** Under the direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) is responsible for acting as the primary liaison between the Board of Registered Nursing (Board) and the registered nurses (RNs) whose licenses to practice have been administratively disciplined by being placed on probation under specified terms and conditions. The AGPA works in a consultative and analytical role to monitor the terms and conditions of probation for each probationer; making contact with the probationer to evaluate progress; discusses the employment and performance with probationer’s supervisor; and ensures coursework or training is completed as ordered. Duties include, but are not limited to, the following:

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

**75% (E) Monitor Probationers**

Indepdently reviews and enforces the terms and conditions of probation for each probationer by making in-person and telephone contact with each probationer to evaluate his/her progress. Prepares detailed written reports on complex probation monitoring sessions. Independently determines if a probationer is in compliance with the terms and conditions of probation, recommends further disciplinary action by the Attorney General’s (AG) if noncompliance is discovered. Initiates and assists with investigations as needed. Analyzes and evaluates responses for accuracy and veracity. Examines a variety of records to secure or verify information concerning probationers and suspected violations (25%).

Consults with probationer’s supervisor regarding his/her performance and provides counsel to the supervisor if necessary. Makes recommendations to Nursing Education Consultant (NEC) regarding sub-standard work performance (5%).

Evaluates medical and psychiatric reports to formulate an individualized plan and drug/alcohol screening schedule for probationers with chemical dependency issues (5%).

Reviews and evaluates random bodily fluid test results. Takes independent action to recommend a cease practice of RNs based on drug testing results, when appropriate (5%).

Independently assigns required coursework or training and provides approval once completed as ordered; where the original offense of the probationer involved drugs, alcohol, or mental or physical problems, orders and reviews physical examinations, psychological evaluations, or urinalyses programs and takes appropriate action based on evaluation (5%).

Prepares, evaluates and documents evidence for more complex probation violation cases. Coordinates case movement, consults with and advises the AG’s Office and Division of Investigation staff in cases of noncompliant probationers. Independently evaluates mitigation/aggravation evidence, and negotiates settlement terms with the AG, approves settlement offers (5%).
Identifies, gathers, assembles and preserves statements and evidence. Testifies under subpoena at administrative hearings as an expert witness (5%).

Negotiates and approves payment plans for the collection of cost recovery, clarifies payment plans to probationers (5%).

Consults with Board NECs and available health care professionals to formulate specific plans of rehabilitation (5%).

Compiles reports of incidents of violation, documents all meetings and contacts, and writes individual probation progress summaries which are included in each probationers file to document compliance or lack thereof if referral to the AG’s office is warranted (5%).

Orients the RN to the Board-specified terms and conditions of probation and sets out expectations for compliance both verbally and in writing. Effectively communicates monitoring concerns to probationers and directs immediate corrective action (5%).

15% (E) Research and Reports
Reviews and recommends approval or denial of requests for modification of probation terms and petitions for penalty relief. Prepares individual probationer compliance reports to be evaluated by the Board, including a file review, a review of the petitioner’s application packet documentation, and development of the probation compliance report provided to the petitioner, the Deputy AG representing the Board, the Administrative Law Judge, and Board members (5%).

Responds to subpoenas via written correspondence applying complex statutes and policies relating to the enforcement of the Nursing Practice Act (5%).

Analyzes, makes determinations, and generate correspondence responding to inquiries from the public, the Legislature, and other entities regarding Probation Program policies and procedures (5%).

10% (E) Tracking and Consultation
Develops complex management forms, procedures, and reports to analyze, evaluate and document the activities and key elements of the entire Probation Program in order to make recommendations to the SSMI for program improvements (5%).

Prepares probation case statistical reports to management. Presents proposals for office policies or procedures to management; presents Board-level policies or issues to the full Board or Committees. Completes special projects as needed to streamline the Probation Program tracking process (5%).

B. Supervision Received
The AGPA reports directly to and receives the majority of assignments from the SSM I; however, direction and assignments may also come from the Deputy Chief, Chief, Executive Officer and the Assistant Executive Officer.

C. Supervision Exercised
None.

D. Administrative Responsibility
None

E. Personal Contacts
The AGPA has daily contact with probationers (licensees), frequent contact with Deputy Attorney Generals at the AG office when a probationer is returned for further discipline for a probation violation; directors of nursing, nursing supervisors, and NECs, Senior Staff Attorney’s within DCA legal office for advice on discipline cases, Office of Administrative Hearings during testimony at Administrative Hearings, Special Investigators from the Division of Investigation, other enforcement division staff, and the public, and occasional contact with law enforcement agencies.

F. Actions and Consequences
Failure to properly monitor probationers could result in failure to adequately protect the public from unsafe or incompetent licensees. Failure to adequately monitor a probationer and respond timely to probation violations could cause discredit to the Board.

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 position requires bending and stooping to retrieve files, sitting and standing consistent with office work, and occasional light lifting of no more than 20 lbs. 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
• Ability to maintain confidentiality.
• Excellent written and verbal communication skills and the ability to communicate effectively with distressed callers.
• Ability to work independently with a high degree of initiative and good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution.
• Ability to exhibit courteous behavior towards coworkers and the public at all times.
• Ability to produce high-quality, completed staff work.
• Knowledge of chemical dependency and/or mental health.

To perform the duties of this position, the AGPA must have fingerprint clearance. This is a CORI sensitive position.

*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: 8/2019
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**Position Number**
630-110-5157-8XX

**Name and Effective Date**

**General Statement:** Under the supervision of the Staff Services Manager I (SSM I), the Staff Services Analyst (SSA) is responsible for acting as the primary liaison between the Board of Registered Nursing (Board) and the registered nurses (RNs) whose licenses to practice have been administratively disciplined by being placed on probation under specified terms and conditions. The SSA works in a consultative and analytical role to monitor the terms and conditions of probation for each probationer; making contact with the probationer to evaluate progress; discusses the employment and performance with probationer’s supervisor; and ensures coursework or training is completed as ordered. The SSA is assigned the less complex cases for the unit. Duties include, but are not limited to, the following:

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

75% **(E) Monitor Probationers**

Analyzes, reviews and enforces the terms and conditions of probation for each probationer by making in-person and telephone contact with each probationer to evaluate his/her progress. Prepares detailed written reports on probation monitoring sessions. Determines if a probationer is in compliance with the terms and conditions of probation, recommends further disciplinary action by the Attorney General’s (AG) if noncompliance is discovered. Assists with investigations, as needed. Analyzes and reviews responses for accuracy and veracity. Examines a variety of records to secure or verify information concerning probationers and suspected violations (25%).

Consults with probationer’s supervisor regarding his/her performance and makes recommendations to the supervisor if necessary. Makes routine recommendations to Nursing Education Consultant (NEC) regarding sub-standard work performance (5%).

Evaluates medical and psychiatric reports of less complexity to formulate an individualized plan and drug/alcohol screening schedule for probationers with chemical dependency issues (5%).

Reviews and evaluates random bodily fluid test results. Takes action to recommend a cease practice of RNs based on drug testing results, when appropriate (5%).

Assigns required coursework or training and provides approval once completed as ordered; where the original offense of the probationer involved drugs, alcohol, or mental or physical problems, orders and reviews routine physical examinations, psychological evaluations, or urinalyses programs and takes appropriate action based on evaluation (5%).

Prepares, reviews and documents evidence for probation violation cases. Coordinates case movement, consults with and advises the AG’s Office and Division of Investigation staff in cases of noncompliant probationers. Analyze mitigation/aggravation evidence and recommends negotiated settlement terms with the AG (5%).
Identifies, gathers, assembles and preserves statements and evidence. Testifies under subpoena at administrative hearings as an expert witness. (5%).

Assists in the negotiation and approval of payment plans for the collection of cost recovery, clarifies payment plans to probationers (5%).

Communicate with Board NECs and available health care professionals to formulate specific plans of rehabilitation (5%).

Compiles reports of incidents of violation, documents all meetings and contacts, and prepares individual probation progress summaries which are included in each probationers file to document compliance or lack thereof if referral to the AG’s office is warranted (5%).

Orients the RN to the Board-specified terms and conditions of probation and sets out expectations for compliance both verbally and in writing. Effectively communicates monitoring concerns to probationers and directs immediate corrective action (5%).

15% (E) Research and Reports
Reviews and recommends approval or denial of requests for modification of probation terms and petitions for penalty relief. Prepares individual probationer compliance reports to be evaluated by the Board, including a file review, a review of the petitioner’s application packet documentation, and development of the probation compliance report provided to the petitioner, the Deputy AG representing the Board, the Administrative Law Judge, and Board members (5%).

Responds to subpoenas via written correspondence applying complex statutes and policies relating to the enforcement of the Nursing Practice Act (5%).

Analyzes, makes recommendations, and generates correspondences responding to inquiries from the public, the Legislature, and other entities regarding Probation Program policies and procedures (5%).

10% (E) Tracking and Consultation
Prepares management forms, procedures, and reports to analyze, evaluate and document the activities and key elements of the entire Probation Program in order to make recommendations to the SSMI for program improvements (5%).

Prepares probation case statistical reports to management. Presents proposals for office policies or procedures to management; presents Board-level policies or issues to the full Board or Committees. Completes special projects as needed to streamline the Probation Program tracking process (5%).

B. Supervision Received
The SSA is under the supervision of the SSM I; however, direction and assignments may also come from the Deputy Chief, Executive Officer and the Assistant Executive Officer.

C. Supervision Exercised
None.

D. Administrative Responsibility
None

E. Personal Contacts
The SSA has daily contact with probationers (licensees), frequent contact with Deputy Attorney Generals at the AG office; directors of nursing, nursing supervisors, and Nursing Education Consultants, Senior Staff Attorney’s within DCA legal office, Office of Administrative Hearings during testimony at Administrative Hearings, Special Investigators
from the Division of Investigation, other enforcement division staff, and the public, and occasional contact with law enforcement agencies.

F. **Actions and Consequences**
Failure to properly monitor probationers could result in failure to adequately protect the public from unsafe or incompetent licensees. Failure to adequately monitor a probationer and respond timely to probation violations could cause discredit to the Board.

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 position requires bending and stooping to retrieve files, sitting and standing consistent with office work, and occasional light lifting of no more than 20 lbs. 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**
- Ability to maintain confidentiality.
- Excellent written and verbal communication skills and the ability to communicate effectively with distressed callers.
- Ability to work independently with a high degree of initiative and good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution.
- Ability to exhibit courteous behavior towards coworkers and the public at all times.
- Ability to produce high-quality, completed staff work.
- Knowledge of chemical dependency and/or mental health.

To perform the duties of this position, the SSA must have fingerprint clearance. This is a CORI sensitive position.

*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 ___________________________

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