

## Department of Consumer Affairs

### Position Duty Statement

HR-041E (New 05/04)

<b>Exempt Employee's Name</b>	
<b>Classification Title</b> Executive Officer	<b>Board/Bureau/Commission/Committee</b> Board of Registered Nursing
<b>Exempt Level/Salary Range</b> "- " / \$12,600.00 - \$12,979.00	<b>Geographic Location</b> Sacramento
<b>Position Number</b> 630-110-8865-001	<b>Effective Date of Appointment</b>

### **DUTIES AND RESPONSIBILITIES**

**General Statement:** Under the general direction and leadership of the 9-member Board and its Administrative Committee, the Executive Officer (EO) of the Board of Registered Nursing functions as Chief EO who has overall responsibility for the management of the Board's resources and staff. The EO is also responsible for overseeing all aspects of the Board's regulatory requirements in the State of California which includes enforcement of general and advanced nursing practice standards, enforcement of professional conduct, maintenance of a recovery program for impaired nurses, and the requirement of mandatory continuing education and current practices for licensure renewal. As an expert in public policy, the EO is further responsible for interpreting and executing the intent of all Board policies to the public and to other governmental agencies. This position is an at-will position and the incumbent serves at the pleasure of the Board. These functions include, but are not limited to, the following:

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

**30% Managerial and Administrative (E)**

**Serves Acts** as Chief EO for the Board; manages the Sacramento Headquarters office, and several professional staff in a telework environment. Has responsibility for the special nursing fund; oversees the procurement and management of space, equipment, and supplies; identifies need for augmentation of operating budget and ensures that all budget change proposals, finance letters and other fiscal documents are accurate and that they support the Board's goals and mission. Provides leadership for the policy and strategic direction of the Board. Acts as Board spokesperson at meetings and hearings as delegated by the Board; serves as liaison between Board, Board Committees, and staff; and conducts orientation for new Board members.

**25% Enforcement and Continuing Education (E)**

**Enforces ment of** the Nursing Practice Act in accordance with the Administrative Procedure Act. Provides for investigation of complaints, analysis of Nursing Practice Act violations, preparation of accusations or statements of issue; signs final accusations, statements of issue, petitions for revocation of probation, petitions and orders for physical/mental health examinations, negotiated agreements for license revocation, surrender and interim suspension orders. Consults with legal counsel on problem cases, monitors flow of cases in system and monitors costs. Advises Attorney General's Office and hearing officers of Board's disciplinary guidelines; ensures that Administrative Procedure Act timelines are followed and that all Board disciplinary decisions are

appropriately implemented. Meets and confers with outside legal agencies on cases; serves as Board's liaison to media and public on all publicized cases. Maintains confidentiality of information and records in accordance with the Public Records Act. Provides for an Intervention Program for chemically dependent or mentally ill nurses; provides for their assessment, treatment and monitoring to assist them in their safe return to work and maintenance of their sobriety and sound mental health. Audits nurses and continuing education providers to ensure compliance with mandatory continuing education policies and guidelines.

**20% Licensing and Continuing Education (E)**

Responsible for regulatory oversight of nurse licensure and nursing practice. Delegates, but is responsible for, evaluation of credentials of initial licensure applications, endorsements and renewals for California, the United States and out-of-country; sees that all meetings and hearings are noticed to the public and follows proper administrative procedure; responsible for the regulatory change process from notice of hearing to implementation of approved regulations; provides for initial and continued approval of programs preparing nurses for licensure in proposed nursing programs in associate degree, baccalaureate degree and generic master's degree programs in nursing. Provides for approval of advanced practice programs for certification as nurse practitioner, nurse midwife and nurse anesthetist; provides for continued competency for registered nurses; provides for statistical reports on nursing practice, nursing education and examination results. Audits nurses and continuing education providers to ensure compliance with mandatory continuing education policies and guidelines.

**15% Board Liaison (E)**

Serves as principal liaison to the Department of Consumer Affairs (DCA), nursing community, and health care industry as well as representing the Board on several policy making committees on sensitive issues. Serves as the Board's liaison to a wide array of governmental and voluntary organizations including but not limited to the DCA, the California Department of Public Health, the Chancellor's Office of the Community College System, California State University system, and the University of California; serves as liaison to professional nursing organizations such as the California Nurses Association, California Nurse Anesthetists, California Association of Operating Room Nurses, and the California Emergency Nurses Association to name a few. Participates and serves as Board's staff representative to associations of nurse educators, nursing service administrators, and the National Council of State Boards of Nursing. For the latter organization, the EO serves as the representative to regional and national assemblies to provide continuity in advocating for the Board's position(s) on credentialing and regulation of registered nurses.

**10% Legislation and Regulation (E)**

Responsible for interpretation and execution of Chapter 6, Business and Professions Code, i.e., the Nursing Practice Act; regulations under Title 16, Chapter 14, and all other Board policies and guidelines related to nursing practice as approved by the Board. Seeks wide dissemination of the above information in a structured manner, i.e., through the BRN Report, informational hearings, workshops and seminars conducted by Board staff and members and by active liaisons with health care agencies, other government agencies, colleges, and universities, and the myriad professional nursing organizations. Seeks legal counsel from the DCA in carrying out the above activities.

**B. Supervision Received**

The Executive Officer serves under the administrative direction of the Board and reports directly to the Board President.

**C. Supervision Exercised**

The Executive Officer is delegated the authority by the Board to provide leadership and oversight for all Board programs and activities. The Executive Officer directly supervises the Assistant Executive Officer (CEA B), ~~Administrative Assistant II and two Supervising Nursing Education Consultants~~ and indirectly oversees all Board staff.

**D. Administrative Responsibility**

The Executive Officer is responsible for all administrative and fiscal functions and aspects of the Board.

**E. Personal Contacts**

The Executive Officer has regular contact with all levels of Board staff, DCA Executive Management and staff, legislators, the Governor's Office, members of the public and members of the trade and industry groups.

**F. Functional Requirements**

No specific physical requirements are present. The Executive Officer works in an office setting with artificial light and temperature control. Daily access to and use of a personal computer and telephone are essential. Sitting and standing requirements are consistent with office work. This position requires frequent travel including overnight travel by all available transportation methods.

**G. Other Information**

Business and Professions Code Chapter 6, Article 1, Section 2708 states: "The Board shall appoint an executive officer who shall perform the duties delegated by the Board and who shall be responsible to it for the accomplishment of such duties. The executive officer shall be a nurse currently licensed under this chapter and shall possess other qualifications as determined by the Board. The executive officer shall not be a member of the Board."

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.

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 1<sup>st</sup>, and within 30 days of leaving office.

This position also requires the incumbent to take an Oath of Office prior to appointment.

**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's Signature

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Date

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Employee's 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.**

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Board President's Signature

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Date

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Board President's Printed Name

(Revised 3/2020 8/2015)

**Department of Consumer Affairs**

**Position Duty Statement**

HR-041 (New 05/04)

<b>Classification Title</b> Executive Officer	<b>Board/Bureau/Division</b> Board of Registered Nursing
<b>Working Title</b>	<b>Office/Unit /Section/ Geographic Location</b> Sacramento
<b>Position Number</b> 630-110-8865-001	<b>Name and Effective Date</b>

**DUTIES AND RESPONSIBILITIES**

**General Statement:** Under the general direction and leadership of the 9-member Board and its Administrative Committee, the Executive Officer (EO) of the Board of Registered Nursing functions as Chief EO who has overall responsibility for the management of the Board's resources and staff. The EO is also responsible for overseeing all aspects of the Boards regulatory requirements in the State of California which includes enforcement of general and advanced nursing practice standards, enforcement of professional conduct, maintenance of a recovery program for impaired nurses, and the requirement of mandatory continuing education and current practices for licensure renewal. As an expert in public policy, the EO is further responsible for interpreting and executing the intent of all Board policies to the public and to other governmental agencies. This position is an at-will position and the incumbent serves at the pleasure of the Board. These functions include, but are not limited to, the following:

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Responsible for interpretation and execution of Chapter 6, Business and Professions Code, i.e., the Nursing Practice Act; regulations under Title 16, Chapter 14, and all other Board policies and guidelines related to nursing practice as approved by the Board. Seeks wide dissemination of the above information in a structured manner, i.e., through the BRN Report, informational hearings, workshops and seminars conducted by Board staff and members and by active liaison with health care agencies, other government agencies, colleges, and universities, and the myriad professional nursing organizations. Seeks legal counsel from the DCA in carrying out the above activities.

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The Executive Officer is responsible for all administrative and fiscal functions and aspects of the Board.

**E. Personal Contacts**

The Executive Officer has regular contact with all levels of Board staff, DCA Executive Management and staff, legislators, the Governor's Office, members of the public and members of the trade and industry groups.

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No specific physical requirements are present. The Executive Officer works in an office setting with artificial light and temperature control. Daily access to and use of a personal computer and telephone are essential. Sitting and standing requirements are consistent with office work. This position requires frequent travel including overnight travel by all available transportation methods.

**G. Other Information**

Business and Professions Code Chapter 6, Article 1, Section 2708 states: "The Board shall appoint an executive officer who shall perform the duties delegated by the Board and who shall be responsible to it for the accomplishment of such duties. The executive officer shall be a nurse currently licensed under this chapter and shall possess other qualifications as determined by the Board. The executive officer shall not be a member of the Board."

This position has access to 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 incumbents in this position will be required to submit fingerprints to the Department of Justice and FBI, and be cleared prior to appointment.

This position also requires the incumbent to take an Oath of Office prior to appointment.

Additionally, this position is subject to the Department of Consumer Affairs' Conflict of Interest Code (16 CCR § 3830) and the incumbent must file a Statement of Economic Interests Form upon appointment, annually, and upon separation.

**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

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Date

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Employee 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.**

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Board President Signature

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Date

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Board President Printed Name

(Revised 8/2015)



**THE BOARD OF REGISTERED NURSING  
INVITES APPLICATIONS FOR THE POSITION OF  
EXECUTIVE OFFICER  
630-110-8865-001  
\$12,600.00 – \$12,979 (per month)**

The California Board of Registered Nursing (Board) protects and advocates for the health and safety of the public by ensuring the highest quality registered nurses in the state of California. The Board is a state governmental agency established by law to protect the public by regulating the practice of registered nurses. The Board is responsible for implementation and enforcement of the Nursing Practice Act, the laws related to nursing education, licensure, practice, and discipline. For more information about the Board, please visit: [www.rn.ca.gov](http://www.rn.ca.gov).

The Board is looking for a talented and exceptional Executive Officer to take the helm of a high performing team to support and carry out the mission of the Board. The position requires a dynamic leader with demonstrated executive-level experience who can exhibit strong interpersonal and mentoring skills, including promoting a high-performance culture where employees are motivated and enabled to perform to their greatest potential.

The Executive Officer is hired by the Board and serves at its pleasure. This position is exempt from civil service and is located in Sacramento, California. Starting salary and raises are subject to approval from the Business, Consumer Services and Housing Agency and the California Department of Human Resources.

The Executive Officer manages the Board staff and is responsible for carrying out the policies of the nine-member Board and for planning, organizing and directing the activities of the Board in areas of administration, enforcement and licensure. The Executive Officer also serves as the liaison between the Board and stakeholders. The Executive Officer enforces the overall policies established by the Board relating to Board programs, under the authority of Business and Professions Code Sections 2708 *et. seq.*

**Required Licensure**

- Pursuant to Business and Professions Code, section 2708(b), the executive officer shall be a nurse currently licensed under this chapter and shall possess other qualifications as determined by the board.

**Desirable Qualifications and Experience**

- Administrative experience with government operations and processes, including legislation, regulations, budgeting, personnel, and equal employment opportunity;

- Progressive experience with executive-level leadership, management and problem-solving, especially past success in working for a board and/or commission on complex issues;
- Familiarity with the Nursing Practice and Administrative Procedure Acts. Regulatory and/or enforcement experience and knowledge of current consumer issues facing the board or other like healing arts boards, commissions and/or committees;
- Experience establishing, promoting and maintaining cooperative working relationships with representatives of all levels of government, the public and special interest groups;
- Experience working with and/or in taking direction from a board, committee or commission;
- Ability to work within a large organizational or governmental structure;
- Legislative or lobbying experience and/or coordination, testifying before legislative committees, and familiarity with the sunset review process;
- Ability to think strategically and creatively, work well under pressure, and meet deadlines;
- Ability to promote internal and external teamwork and cross-functional collaboration and communication in support of an organization's mission and goals;
- Experience with public speaking and ability to deliver speeches and presentations on sensitive, technically complex and controversial subject matters, in front of diverse audiences including the public;
- A consultative approach to problem solving and the ability to facilitate coalition building; and

### **Special Requirements**

Conflict of Interest Filing - This position is subject to Title 16, section 3830 of the California Code of Regulations, the DCA 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 1<sup>st</sup>, 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 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 incumbent 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.

### **Interested Persons Must Submit the Following**

- 1) Statement of Qualifications, not to exceed **number (X)** pages, single-sided, that specifically addresses the Desirable Qualifications and Experience section outlined above;
- 2) A State application ([Std 678](#));
- 3) A resume or curriculum vitae;

- 4) Minimum of three (3) letters of professional reference; and
- 5) Proof of possession of a current California Registered Nurse license

### **Filing Instructions**

Application packages may be submitted via U.S. Postal Service mail or hand delivery to:

Department of Consumer Affairs  
Office of Human Resources  
1625 N. Market Blvd., Suite N-321  
Sacramento, CA 95834  
Attn: Nicole Le

Application packages submitted via U.S. Postal Service must be postmarked on or before the final filing date. Application packages submitted via hand delivery must be delivered to the Office of Human Resources by 5:00 p.m. on the final filing date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Application packages may also be submitted electronically via CalCareers at [www.jobs.ca.gov](http://www.jobs.ca.gov) for Job Control (JC) **XXXXX**. Application packages submitted via CalCareers must be received by 11:59 p.m. Pacific Standard Time on the final filing date.

**The final filing date for this recruitment is **Date** (30 days out from date of posting).**

For further information or questions regarding the position or application process, please contact Nicole Le, Department of Consumer Affairs, Office of Human Resources at (916) 574-8306 or via email at [Nicole.Le@dca.ca.gov](mailto:Nicole.Le@dca.ca.gov).

All applications will be screened and only the most qualified candidates will be scheduled for a preliminary interview. Finalists will be invited to a full Board interview at a Board meeting. Travel expenses for these interviews are the responsibility and at the expense of each candidate. Upon being contacted for interviews, it is the candidate's responsibility to notify the interview scheduler of any need for reasonable accommodation to participate in the interview. You may direct any additional questions regarding reasonable accommodations or Equal Employment Opportunity (EEO) for this position to the Department's EEO Office at (916) 574-8280.

The State of California and Department of Consumer Affairs is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.