

Department of Consumer Affairs
Position Duty Statement
 HR-041 (new 5/04)

Classification Title	Board/Bureau/Division
Management Services Technician	Medical Board of California
Working Title	Office/Unit/Section / Geographic Location
US License Reviewers	Licensing Section - Sacramento
Position Number	Effective Date
629-160-5278-tbd	

Under the supervision of the Licensing Program Manager (Staff Services Manager I), the Management Services Technician is part of the Licensing section of the Medical Board of California to perform the technical and analytical work associated with the licensure of physician and surgeon graduates from medical schools within the United States and Canada. Duties include, but are not limited to:

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]

80% ASSESSMENT, REVIEW, AND DETERMINATION OF APPLICATIONS (E)

- Independently review and analyze United States and Canada medical school graduates transcripts, postgraduate training program documents, and examination scores to determine eligibility for licensure. Research and analyze the validity of all documents submitted to determine that they are in compliance with applicable California licensing requirements set forth in Business and Professions code (B&P) and regulations. Independently prepares written correspondence to the applicant and entities identifying specific problems with the application or other documents to resolve the issue(s) identified. Research and resolve complex inquiries concerning the licensing program. **(25%)**
- Research and analyze discrepancies in the document provided, independently prepares correspondence addressing the discrepancies, reviews and assess responses and subsequent documentation to make a determination as to the accuracy and impact of the information provided. Makes a determination based upon this analysis of documents as to whether the application should move forward for licensure or result in an administrative action. Prepares recommendation to program manager, executive staff, and staff counsel. **(25%)**
- Determines whether applicants were subject to criminal or professional sanctions by requesting information from the Federation of State Medical Boards, the National Practitioner Data Bank, the American Medical Association physician profile database, other states' or country's' licensure bodies and other sources. Receives and analyzes results of fingerprint evaluations from the California Department of Justice and Federal Bureau of Investigation for past criminal history. Prepares correspondence to applicants requesting specific additional information and documentation relating to the action and to any rehabilitation and evaluates findings. Reviews documents such as criminal records, court documentation, malpractice case documents, explanations from schools and postgraduate training programs out of state disciplinary action and any other documentation and assesses the threat to the public based upon relevant laws, regulations, and policies to determine if the individual can proceed to licensure or if there is a need to submit the file for a denial of the application or the issuance of stipulated probationary license. **(25%)**
- Based upon the information gathered, identifies physicians who may be eligible for limited licensure to practice in a supervised setting based on statutory and regulatory eligibility requirements and policy and procedure manual. Assesses each applicant by evaluating the five-page application including the applicants' written examinations history, postgraduate training history, previous licensure history and existence of problems such as criminal history, mental health issues, drug/alcohol issues, sanctions by other state medical board or

other federal licensure jurisdictions. Determines the appropriate practice limitations based upon information obtained and provides recommendation to Program Manager. **(5%)**

10% COMMUNICATIONS (E)

- Notifies applicants of the status of their applications by telephone, in writing (hard and soft copy) or in person as appropriate, and provides information and decisions as appropriate. Provides authorized and applicable information relative to the applicant's application status to their past, current, or future postgraduate training programs, hiring agency, their attorney's, spouses, other licensing agencies. **(5%)**
- Provides administrative assistance by researching and resolving licensing program related problems, including gathering information and preparing suggested responses for management to Board member, legislative staff, attorneys, and Department of Consumer Affairs. **(5%)**

10% CONSULTATION ON EXCEPTIONAL APPLICATIONS (E)

- Consults with Program Manager, as appropriate, for technical expertise on atypical applications, including such issues as alternative pathways to licensure, interpretation of B & P code statutes and regulations and Board policies, researching appropriate professional journals, texts and other resources to evaluate coursework and comparability of experience. Serves as an expert on the authentication of original documents, and on other licensure processes. **(10%)**

B. Supervision Received

The incumbent works under the supervision of the Licensing Section Manager (SSM I).

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The incumbent has direct contact with staff and management of the Licensing Programs regarding sensitive/complex licensing issues. The incumbent also has direct contact, as needed, with United States and Canadian licensee graduates. In addition, the incumbent has direct and daily contact with other Board Management and employees in order to carry out licensing issues.

F. Actions and Consequences

If the incumbent does not perform his/her job adequately, the licensee may not be licensed in a timely manner which could cause the licensee a hardship or could cause the Board to not fulfill its mission of protecting California Healthcare Consumers through proper licensure.

G. Functional Requirements

No specific physical requirements are required: the incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work.

H. Other Information

Incumbent must possess good written and verbal communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to MBC Staff, Board and Committee Members and DCA management needs.

The incumbent may be privy to 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.

Title 11, section 703D 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.

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: TK 7-2014
Approved: JM 12-2014