

## Department of Consumer Affairs

Position Duty Statement

HR-041 (new 5/04)

<b>Classification Title</b>	<b>Board/Bureau/Division</b>
Office Technician (Typing)	Medical Board of California
<b>Working Title</b>	<b>Office/Unit/Section / Geographic Location</b>
	Licensing - Sacramento
<b>Position Number</b>	<b>Effective Date</b>
629-160-1139-038	

Under the general direction of the Chief of Licensing, CEA 1, the incumbent works at the advanced journey level providing general clerical support to the Chief of Licensing, Licensing Program Managers, and the Licensing Section staff. The incumbent serves as the Attendance Coordinator for the Licensing Program.

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

#### **80% Administrative Support (E)**

- Provides clerical support to the Chief of Licensing: types letters, reports, memos, forms and other documents in draft and final form (materials may be of a confidential/sensitive nature); schedules meetings, maintains files, composes and reviews correspondence for Chief's signature, reviews and routes incoming mail and correspondence which may be of a confidential and sensitive nature; provides routine and general information to consumers, licensees, professional associations, Board and committee members related to professions and occupations regulated by the Medical Board. **(50%)**
- Tracks Licensing Manager's assignments and controlled correspondence utilizing an Excel spreadsheet; coordinates travel arrangements for Licensing Program managers and staff, medical consultants, and expert witnesses; prepares comprehensive travel itineraries for all travelers and prepares and tracks travel expense claims; orders, tracks and maintains supplies for the licensing program. **(20%)**
- Collects data from licensing staff and related databases to type and prepare monthly management reports for Licensing Managers, the Executive Director and Board Members to gauge the licensing program's performance in meeting mandated timelines for processing applications. **(5%)**
- Serves as the Licensing Program's Attendance Coordinator assisting employees with all attendance related issues; ensures employees are aware of upcoming deadline dates and all 634's are submitted timely; researches and resolves attendance discrepancies; submits 634's to the MBC Human Resource Liaison timely and accurately; assists employees to amend 634 forms. **(5%)**

#### **15% Licensing Applications (M)**

- Archives all applications and supporting documents utilizing a scanner; ensures and maintains the integrity of the files by storing according to the Records Retention schedule. Maintains and updates a chronological listing of all archived documents by typing information into an Excel spreadsheet. Organizes and maintains the File Room and the Licensing library consisting of previous Board Meeting documents etc. **(5%)**
- Creates new application files; determines applicant's licensure pathway; types labels and assembles the supporting documentation in the correct order. Determines if application is

complete; types and sends correspondence to notify applicant of receipt of application and status of fingerprints per the Licensing Program's policies and procedures. (5%)

- Creates and updates file records for each application received utilizing the Applicant Tracking System (ATS); types date and licensing pathway of application received; types received date for each supporting document using a standardized code to ensure the applicant can access application status via the MBC's web-site. (5%)

**5% Licensing Meeting Coordinator (E)**

- Transcribes recordings of Board, Committee and other Licensing Meetings to prepare minutes for review and approval of the Board Members; prepares and distributes agendas and meeting packets for Board and committee meetings, special program site visits and other special meetings ensuring meeting materials are prepared timely and available for attendees. Coordinates with the MBC Business Services Office to arrange special meeting sites and room accommodations.

B. Supervision Received

The incumbent works under the general direction of the Chief of Licensing, CEA 1.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The incumbent has direct daily contact with staff and management of the Licensing Program and other Board employees in order to carry out daily program responsibilities. The incumbent also has direct frequent contact, with licensees, and responds to their questions or routes them to the assigned analyst. In addition, the incumbent has direct and occasional contact with Board and Committee Members in order to carry out licensing issues.

F. Actions and Consequences

Failure to effectively perform the duties of this position could impact the work products of the Chief of Licensing, Licensing Program Managers and Licensing staff resulting in the Licensing Program not operating efficiently to deliver services to the public and licensees which may ultimately impact the Board's ability to carry out its mission to protect California healthcare consumers through proper licensure and enforcement of physicians and surgeons and certain healthcare professions and promote access to quality medical care. If the incumbent does not perform the Attendance Coordinator duties and responsibilities accurately and completely, it may have an impact on Licensing's employees and additional time may be required to make necessary corrections.

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. Travel may be required to attend Board and Committee meetings held in various locations throughout California. Incumbent is required to travel by commercial carrier or auto whichever method is in the best interest of the State. Travel may be for one or several consecutive days. **This position requires regular daily attendance and a regular work schedule (Monday through Friday from 8:00 a.m. until 5:00 pm).**

H. Other Information

Incumbent must possess good 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

Updated: TK 11/2014  
Approved: JM 12/2014