Department of Consumer Affairs
Position Duty Statement (Outline)
HR-41a (new 7/2015)

Classification Title Student Assistant	**Board/Bureau/Division** Medical Board of California
Working Title	**Office/Unit/Section / Geographic Location** Discipline Coordination Unit
Position Number 629-170-4870-907	**Name and Effective Date**

Under close supervision of the Staff Services Manager I, the Student Assistant is responsible for accessing multiple computer software programs to locate enforcement documents and administrative actions taken against physician and surgeon licensees to determine whether the documents and/or information meet the criteria for public disclosure, as set forth in Business and Profession Code section 2027, pursuant to AB1886, which became effective January 1, 2015; updating the automated public disclosure system; and ensuring the documents posted to the Medical Board of California's website do not contain confidential and/or protected information. The incumbent is also responsible for generating and reviewing reports to ensure data integrity. Duties include, but are not limited to, the following:

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

50% Update Public Disclosure (E)

- Accesses multiple computer software programs, which include, but are not limited to, BreEZe, Public Document Lookup, and Disc Image, to locate enforcement and/or administrative actions taken against physician and surgeon licensees. (10%)
- Performs a thorough review of each document to ensure the document is complete, legible, and does not contain confidential or protected information. Notifies clerical support staff of documents containing confidential or protected information. (10%)
- Reviews enforcement and administrative documents, which include, but are not limited to, legal pleadings, orders of suspension, decisions, and citations, to determine whether the appropriate action to be taken against the physician and surgeon licensees meets the criteria for public disclosure. (10%)
- Creates and posts accurate descriptors of enforcement and/or administrative actions onto the automated system and the internet. (10%)
- Updates the physician and surgeon licensee's secondary license status to reflect the action taken by the Board. (5%)
- Reviews and analyzes legislation related to public disclosure of the information related to physician and surgeon licensees. (5%)

50% **Data Integrity (E)**

- Reviews data entered on complaint records in BreEZe in order to verify required tracking codes, referral codes, allegations, violations, activities, and relevant data have been accurately posted to the complaint record. (25%)
- Performs research for MBC Executive Management and Board staff on issues such as case aging, processing times, and other actions related to MBC enforcement activities. (25%)

B. Supervision Received

The Student Assistant works under the close supervision of the Staff Services Manager I, Discipline Coordination Unit.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The Student Assistant will have direct contact with Board employees.

F. Actions and Consequences

The Student Assistant's failure to perform the duties adequately may result in untimely and/or inaccurate information being provided to the public regarding the enforcement and/or administrative actions taken by the Board against physician and surgeon licensees. The inability to obtain accurate information may also directly impede the consumer when deciding whether to file a complaint, which would potentially place California's healthcare consumers in a harmful situation and impact the Board's ability to carry out its mission to protect the public. Further, failure to adhere to the laws and regulations governing the disclosure of public documents puts the Board at risk for civil penalty.

G. Functional Requirements

No specific physical requirements are required: the incumbent works 20 hours per week and up to 1500 hours in a 12 consecutive month period, 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

The Student Assistant 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 Panel Members and DCA management needs.

The Student Assistant 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.)

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Employee Signature Date

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Employee's Printed Name, Classification

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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Supervisor Signature Date

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Printed Name, Classification

New: PR, TK
Approved: RH/JM 12/8/2015