

Department of Consumer Affairs

Position Duty Statement

HR-041 (new 5/04)

Classification Title	Board/Bureau/Division
Student Assistant	Medical Board of California
Working Title	Office/Unit/Section / Geographic Location
	Office of Legislative and Public Affairs/Sacramento
Position Number 629-120-4870-907	Effective Date

Under close supervision of the Information Officer II, and in a learning capacity, the Student Assistant (SA) assists in the performance of administrative and technical duties required by the Board's Office of Legislative and Public Affairs. The SA performs duties in general support of the Board's public-information activities.

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

55% Newsletter and Publications (E)

- Assist the PIA and Information Officer (IO) II with the editing, preparation, and upload of Board web casts videos, and other related media products. Disseminates content through the Board's multi-media communication channels (including the Board's website, Facebook, Twitter, and YouTube).
- Perform an analysis of data to be included in Board related publications including, but not limited to news releases, newsletters, annual reports, briefing papers, and other special-purpose correspondence, by researching applicable laws, rules and regulations to ensure published data is in alignment with Board policy.
- Research laws, rules, and regulations related to Board issues. Prepare written summaries of research and submits to the Public Information Analyst (PIA) for use in the MBC's newsletter publication.
- Assist the PIA with constructing the newsletter layout design utilizing InDesign software.
- Assist the PIA with composing, reviewing, proofreading, and editing various articles, which are dedicated to informing and educating physicians/surgeons of changes to existing laws, new laws, regulations, continuing education, and a multitude of other allied health professions.

25% Public Information and Routine Communication (E)

- Provide general information to consumers, physicians, the media, and other interested parties regarding newsletter content and other general questions; refers the more complex inquires to the PIA for response.
- Perform other general administrative duties as required to assist both PIA and the IO II in support of the Board's Public Affairs Office.

20% Special Projects and Assignments (E)

- Conduct and/or assist with special projects in order to evaluate problems, procedures, methods, and policies for the purpose of providing assistance and possible recommendations to the Board's Public Information Office, which may collaboratively assist with accomplishing the Board's Public Affairs Office objectives.

B. Supervision Received

The Student Assistant reports directly to the Public Information Officer (Information Officer II). However, assignments may also come directly from the Board's Executive Director or the Chief of Legislative and Public Affairs (CEA, Level A).

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The Student Assistant has continuous contact with Medical Board staff and management, the public, media, healthcare consumers, licensees, and occasional contact with other governmental agencies, and other state, national, health care associations.

F. Actions and Consequences

Failure to implement and maintain effective procedures and practices could result in the day-to-day operations of the office being disrupted and the Board's Public Affairs Office not effectively and efficiently serving the healthcare consumers of the State of California. In addition, if the incumbent does not apply the proper procedures and perform the duties of the position adequately, the Board's credibility could be considerably diminished.

G. Functional Requirements

No specific physical requirements are required: the incumbent works in an office setting, with artificial light and temperature control. The ability to use a personal computer and telephone is essential. Sitting and standing requirements are consistent with office related work.

H. Other Information

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

The incumbent may be privy to sensitive and confidential issues and/or materials and is expected to maintain privacy and confidentiality of all documents, discussions pertaining to individuals or sensitive program matters at all times.

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 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

New: 05/2014 CZ