

Department of Consumer Affairs

Position Duty Statement

HR-041 (new 5/04)

Classification Title	Board/Bureau/Division
Staff Services Analyst	Medical Board of California
Working Title	Office/Unit/Section / Geographic Location
Licensing Analyst	Licensing Program - Sacramento
Position Number	Name and Effective Date
629-160-5157-XXX	

Under the supervision of the Staff Services Manager I, the Staff Services Analyst is part of the Licensing section of the Medical Board of California. The incumbent is responsible for performing the less complex analytical work associated with the licensure of physicians and surgeons who graduate from medical schools outside of the United States and Canada. Duties include, but are not limited to:

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

(70%) PROCESSING LICENSURE APPLICATIONS (E)

- Receives, evaluates and recommends action on applications for physician licensure submitted by persons trained in countries outside the United States and Canada, as well as certain U.S. trained physicians who do not qualify under standard criteria; utilizes evaluative, interpretive and constructive thinking in the analysis of undergraduate, graduate and postgraduate programs; including clinical clerkships; hospital training programs; duration of training in hours, weeks, months or other units; and acceptability of education and training history as meeting California licensure requirements. **(55%)**
- Authenticates documents, examines for possible fraud or other problems, and refers questionable documents to program manager for further review. **(5%)**
- Identifies physicians who may be eligible for limited licensure to practice in a supervised setting. **(5%)**
- Determines when applications are complete and comply with all requirements, and routes them for examination or license issuance as appropriate. **(5%)**

(10%) CONSULTATION ON EXCEPTIONAL APPLICATIONS (E)

- Reviews work of licensing evaluators (MST) to ensure compliance with Board statutes, regulations and policies (including such issues as alternative pathways to licensure, interpretation of statutes and regulations and Board policies, researching appropriate professional journals, texts and other resources to evaluate coursework and comparability of experience). Consults with program manager for technical expertise on atypical applications. **(10%)**

(10%) EVALUATION OF DISCIPLINARY BACKGROUND (E)

- Determines whether applicants have been 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, licensure bodies of other states or countries and other sources. Receives, analyzes and evaluates reports from the California Department of Justice and the Federal Bureau of Investigation on past criminal history. Reviews and evaluates documentation relating to criminal or disciplinary history to determine whether offense may be a basis for denial of California licensure; researches relevant laws; corresponds with applicants to obtain additional information and documentation relating to the action and to any rehabilitation; and evaluates findings. **(5%)**

- Meets with applicants in person when they come to the Board or by telephone when the applicant is inquiring about the status of their physician and surgeon license application; makes recommendations to program manager whether to approve, deny or issue a probationary license. Receives, reviews and evaluates reports of subsequent arrests, convictions or professional disciplinary actions against licensees and initiates appropriate follow-up. Researches and analyzes information provided by applicants, attorneys or others relating to criminal or disciplinary matters. Prepares detailed analyses of the matters, including relevant laws, regulations and policies, and routes files to program manager for resolution. Notifies applicants of the status of their applications by telephone, in writing or in person as appropriate, and provides information and decisions as appropriate. If a license is denied or restricted, provides applicant with information about his or her due process rights. **(5%)**

(10%) COMMUNICATIONS (E)

- Researches and responds to non-routine correspondence on licensing issues for the signature of the program manager (SSM I) or the Chief of Licensing (CEA I). **(5%)**
- Makes oral presentations as an expert witness before an administrative law judge on the process by which a specific application was evaluated. Serves as an expert on the authentication of original documents, and on other licensure processes. **(5%)**

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 licensees, Medical Schools and Teaching Hospitals throughout the country to discuss State of California Licensing Requirements. In addition, the incumbent has direct and daily contact with other Board Management in order to carry out Licensing issues.

F. Actions and Consequences

If the Staff Services Analyst 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 a 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.

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 analyst 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: 3/2015

Approved: JM 3/2015

**(DPA approved allocation 9/2010.
8/5/11 per SMayorga revision
not required at this time)**