

**Department of Consumer Affairs**

Position Duty Statement

HR-041 (new 5/04)

<b>Classification Title</b>	<b>Board/Bureau/Division</b>
Staff Services Manager I	Medical Board of California
<b>Working Title</b>	<b>Office/Unit/Section / Geographic Location</b>
	Administrative Services - Sacramento
<b>Position Number</b>	<b>Effective Date</b>
629-120-4800-001	

Under the direction of the Deputy Director (CEA, Level A) the Staff Services Manager I demonstrates their experience and expertise in staff services functions. The incumbent is responsible for providing management, direction, and supervision to the professional and technical administrative staff responsible for the Board's personnel, contract, and budget functions, and the clerical staff supporting administrative functions. The incumbent performs the most difficult and complex work associated with the Board's personnel, contract, and budget functions; identifies program deficiencies; develops solutions; ensures that journey level staff understand and execute their duties timely and in compliance with the laws, regulations, policies, and procedures governing the areas of personnel, contracts, and budgets.

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

**55% Administrative Supervision (E)**

- Manages, plans, and directs the activities of professional staff performing journey level, administrative responsibilities and duties essential to the Board's personnel, contract, and budget operations to ensure timely completion of tasks and projects. **(40%)**
- Develops, implements, evaluates, and updates specific administrative policies and procedures. Administers the provisions of the State Administrative Manual pertaining to personnel, contracts, and budgets. **(10%)**
- Recruits, trains, and evaluates, through the use of probation and annual appraisals, in accordance with established guidelines with ratings, the work performance of direct reporting staff to ensure administrative services are performed efficiently and effectively. Completes the Individual Development Plans and Performance Evaluations for direct-report staff. Monitors employee attendance and approves employee leave requests; initiates and conducts employee selection interviews and hires; monitors and assesses the training and development needs of direct-report staff. **(5%)**

**30% Program Oversight, Development, and Expertise (E)**

- Defines functions and procedures for staff, assigns work, monitors the progress of assigned projects, and reviews completed assignments. **(15%)**
- Provides oversight and expertise on the development of personnel actions, exceptional allocation justifications for positions, concept papers, and budget change proposals prior to submission for review and approval by the Department of Consumer Affairs (DCA) and the California Department of Human Resources (CalHR). Reviews and approves quarterly budget reports, reviews the reconciliation of shared services billing reports, and program budget reports, prior to submission for review and approval by DCA's budget analyst, to ensure administrative compliance with established DCA and Department of Finance (DOF) requirements. Reviews sensitive and complex contracts and purchasing requests. Provides

the expertise and assistance needed to resolve the more difficult contractual issues. Follows up with the Division of Administrative Services on pending contracts to ensure timely completion. **(15%)**

**15% Consulting (E)**

- Consults with the Board's executive and managerial staff and representatives of the Department of Consumer Affairs regarding the most difficult and sensitive personnel, contract, and budget projects. **(10%)**
- Provides general information to the Board's executive, managerial, and supervisory staff regarding the phases of progressive discipline and refers staff to the appropriate Office of Human Resources, Classification & Pay analyst. **(5%)**

B. Supervision Received

The incumbent works under the administrative direction of the Deputy Director (CEA, Level A) Medical Board of California.

C. Supervision Exercised

The incumbent supervises one Associate Budget Analyst, one Associate Governmental Program Analyst, one Staff Services (Contract) Analyst, one Office Technician (Typing).

D. Administrative Responsibility

The incumbent is responsible for the supervision and administrative direction of the activities of personnel, contracts, and budgets for the MBC.

E. Personal Contacts

The incumbent has direct daily contact with MBC executive and program management, staff members, and direct reporting staff. The incumbent has direct regular contact with the Department of Consumer Affairs. The incumbent has occasional direct contact with Board members and other state agencies.

F. Actions and Consequences

Failure to perform duties adequately and timely will impact the MBC's personnel, contracts, and budgets which would ultimately impact essential Board operations. This ultimately impacts 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.

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.

H. Other Information

Incumbent must possess effective project management, communication, and writing 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, DCA management, and Board member needs.

As Board Management, this position requires confidentiality and discretion due to the sensitivity of the documents handled and the information discussed.

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.)

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Employee Signature

Date

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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.**

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Supervisor Signature

Date

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Printed Name

**New: 10/2013  
Updated: 09/2014 (format)  
CZ Approved: 10/2/13**