

Department of Consumer Affairs

Position Duty Statement

HR-041 (new 5/04)

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| Classification Title | Board/Bureau/Division |
| Staff Services Manager I | Medical Board of California |
| Working Title | Office/Unit/Section / Geographic Location |
| Probation Unit Manager | Probation Unit – Cerritos |
| Position Number | Name and Effective Date |
| 629-193-4800-xxx | |

Under the direction of the Staff Services Manager II (SSM II), the incumbent is responsible for supervising and directing the Probation Unit through three subordinate Inspectors (III) and two Associate Governmental Program Analysts (AGPA). The unit is responsible for monitoring probationers' compliance with the requirements set forth in disciplinary orders. Duties include, but are not limited to the following:

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

65% PROGRAM OVERSIGHT (E)

- Through three subordinate Inspectors (III) and two AGPAs, plans, organizes and directs the statewide operation of the Probation Unit, which includes monitoring of all physicians and surgeons who are ordered into probation. This includes physicians and surgeons who are residing in California or outside California during their probationary period. **(25%)**
- Reviews the most non-compliant probationers or complex probation cases to determine an appropriate course of action, e.g., Citation and Fine, Cease Practice Order, or Petition to Revoke Probation. Makes recommendations to the SSM II on sensitive or controversial probationers. **(15%)**
- Reviews Inspectors' reports and recommendations for acceptability before forwarding the case for further disciplinary action. Evaluates the work performance of staff to ensure that probation monitoring cases and related correspondence are processed timely. **(10%)**
- Develops procedures, policies and program alternatives as a result of issues identified and maintains and/or revises the Probation Operations Manual. Acts as a liaison between the Probation Unit and the Enforcement Program and the Office of the Attorney General. Responsible for new or amended rules or regulations relating to the Probation Unit (e.g., Disciplinary Guidelines, Citation and Fine authority). Implements policy decisions established by the Board **(10%)**
- Directs and/or conducts analytical and workload studies to identify staffing problems, needs and deficiencies. Provides information and analysis to the SSM II regarding quality control statistical trends to identify issues/problems with probation monitoring statewide. Makes recommendations to the SSM II regarding issues identified in probation cases. Prepares budget change proposals to address the program needs. Ensure all vehicles are maintained and being used according to state guidelines. Reviews and approves timesheets and travel expense claims. **(5%)**

35% SUPERVISION OF STAFF (E)

- Ensures each Inspector III is properly trained and responsible for the caseloads assigned to his/her respective area, and that all probationers are properly monitored by the Inspectors. **(20%)**
- 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 probationary services are performed efficiently and effectively. Completes the Individual Development Plans and Performance Evaluations for direct reporting staff. Monitor employee attendance and approves employee leave requests; initiate and conduct employee selection interviews and hires; oversee and assess the training and development needs of direct reporting staff. Monitor employee performance, provide guidance and mentoring, conduct counseling sessions, and take corrective action when appropriate. **(15%)**

B. Supervision Received

The SSM I, Probation Unit, works under the direction of the SSM II.

C. Supervision Exercised

The SSM I closely supervises three Inspectors (III), provides direction to two Associate Governmental Program Analysts, and provides general direction to Inspectors (I) and (II) and clerical support employees.

D. Administrative Responsibility

The SSM I is responsible for the supervision and direction of the activities of the Probation Unit.

E. Personal Contacts

The incumbent has direct contact with the Enforcement Program regarding sensitive/complex probation issues. The incumbent also has direct contact, as needed, with educational program providers (e.g. PACE, IMQ). In addition, the incumbent has direct and daily contact with other Board management in order to carry out Board matters.

F. Actions and Consequences

If the SSM I does not perform his/her job adequately, the probationer may not be monitored effectively which could cause the Board to not fulfill its mission of protecting California Healthcare Consumers through proper monitoring.

G. Functional Requirements

No specific physical requirements are required. The SSM I is in Work Week Group "E", and may work in excess of 40 hours per week. The incumbent works in an office setting. Sitting and standing requirements are consistent with office work. Travel is required to various probation offices to meet with staff, and to attend Board and Committee meetings held in various locations throughout California. The 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

The 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.

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