

EXECUTIVE OFFICER RECRUITMENT AND SELECTION PROCESS HIGH LEVEL OVERVIEW

1) Establish an Executive Officer Search Committee.

The Board President should select two members who will have sufficient time and interest to commit to actively participate in the selection process. [When a committee of the Board, consists of more than two members, it is considered a public meeting and must be noticed, as required by law. Therefore, a Search Committee, established by the Board to assist in the recruitment effort, should be limited to no more than two members.]

2) Review and approve the Executive Officer (EO) Duty Statement.

An updated and current EO duty statement that clearly and accurately describes the functions and responsibilities of the position, as determined by the Board is required. The duty statement provides the foundation upon which recruitment is based.

3) Review and approve the Recruitment Announcement.

Recruitment and appointments of EOs shall be made in accordance with the provisions of civil service laws to ensure consistency and transparency throughout the department. Initial recruitment efforts will include advertising on the California Department of Human Resources' website (www.calcareers.ca.gov) and in the Capitol Morning Report. Other platforms can also be utilized to post the recruitment announcement.

4) Determine the Recruitment Announcement release date.

The release date for the Recruitment Announcement is coordinated for when the position will become vacant, and it is typically advertised for 30 days. The timing for the release of the recruitment announcement should allow time for the Search Committee to conduct initial interviews, and then final interviews in front of the entire board at a scheduled board meeting.

5) Screen applications, develop interview questions, and select interview dates.

The Search Committee will work with the Office of Human Resources' liaison to advertise, develop screening criteria, review applications, and select dates for conducting initial interviews. Initial pre-screening of qualified applicants will be performed by the Search Committee, to eliminate those candidates who clearly do not meet the criteria established. A final screening by the Search Committee will identify a target number of candidates for initial interviews. Applicants who were screened out during the initial screening process will be notified.

6) Conduct initial interviews (to select top two-three candidates).

The Search Committee is responsible for conducting the initial interviews. The Office of Human Resources' liaison may assist in scheduling the interviews, on the date(s) and at the location(s) selected by the Search Committee. Candidates should be provided at least one-week of advance notice for a scheduled interview. If references were not provided, candidates should be advised to bring a list of at least two professional references to the first interview. The references of the final candidates will be obtained and contacted prior to any final interviews. Travel costs associated with in-person interviews will be the responsibility of the candidate(s).

7) Conduct final interviews.

Final interviews of the top two to three candidates are conducted by a quorum of the full Board in closed session. This meeting must conform to the notice requirements of the Bagley-Keene Act for all Board meetings. These interviews give all Board Members an opportunity to meet the candidates, assess their qualifications, determine how well they will perform the duties of the position, and how well they will work, on a personal level, with the Board.

8) Select final candidate.

After all of the candidates are interviewed in closed session, the Board must vote to select the final candidate for the EO position. This vote is also held in closed session. After the Board has made its final selection, the Board President shall return to open session to generally announce that the Board has made a selection. The announcement of the selected successful candidate should wait until the fingerprint clearance has been performed and cleared, the selected candidate has accepted the position and the unsuccessful candidates have been notified.

9) Perform all necessary background checks.

If the selected candidate is not currently a Board employee with a Criminal Offender Record of Information (CORI) clearance, the candidate will be subject to one, and will be facilitated by the Office of Human Resources to obtain this clearance. CORI is information obtained through fingerprint submission to DOJ in response to a request for criminal conviction review (also known as fingerprint clearance).

10) Release announcement of selected candidate.

Once the selected candidate has passed CORI, the board can work with public affairs to make the formal announcement.

11) Administer the oath of office.

The Oath of Office must be administered on the effective date of the EO's appointment. The Oath of Office may be administered in-person by any Board Member or by the DCA Director.

Exempt Employee's Name	
Classification Title Executive Officer	Board / Bureau / Commission / Committee Respiratory Care Board
Exempt Level / Salary Range M / \$9,486 - \$10,567	Geographic Location Sacramento
Position Number 598-110-0838-001	Effective Date of Appointment

General Statement:

Under the administrative direction of a nine-member Board, the Executive Officer of the Respiratory Care Board (Board), is responsible for carrying out the mission and policies of the Board. The Executive Officer is the chief operating officer whose duties include overseeing all functions performed by the Board and promoting its primary mission of public protection. Duties include, but are not limited to:

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

40% Program Management (E)

Oversees the handling of enforcement cases and the processing of complaints, investigations, prosecutions and disciplinary actions; provides for investigation of complaints, including approval and signing of legal documents such as Accusations, Statements of Issues, Stipulated Settlements, Interim Suspension Orders and others; monitors case flow and costs; advises on disciplinary guidelines; ensures adherence to Administrative Procedures Act timelines; and ensures appropriate implementation of all Board disciplinary decisions; meets and confers with departmental or outside legal agencies on cases; serves as the Board's spokesperson on board matters; maintains confidentiality in accordance with the Public Records Act.

Oversees the processing of applications for licensure and renewal, ensuring only qualified applicants are issued licenses, and licensees meet all renewal requirements.

Oversees the probation monitoring program to maintain public protection by ensuring licensees placed on probation meet established terms and conditions, and pursuing appropriate action, including but not limited to issuing warning letters, Cease Practice orders, and/or pursuing subsequent disciplinary action.

30% Administrative Oversight (E)

Acts as principal operations officer for the Board; manages the Board's office; establishes personnel policy and procedures; manages all personnel, including recruitment, orientation and training, staff development, supervision, and annual performance evaluation of the Board's staff; oversees the procurement and management of space, equipment, and supplies; identifies need for augmentation of operating budget, and ensures that all budget change proposals, finance letters, and other fiscal documents are accurate and support the Board's strategic goals and consumer protection mandate.

Directs and coordinates the implementation of the Board's strategic plan to ensure that the mission of consumer protection is achieved.

Continuously analyzes the resource needs of the Board's programs and develops the Board's budget each year. The Executive Officer represents the Board before the Department of Finance and the Legislature and approves major monetary expenditures and the redirection of funds.

15% Legislation and Regulation / Policy Development (E)

Develops and implements policies and procedures for the efficient administration of Board programs; provides programmatic oversight including promulgating and interpreting policies established by the Board members.

Identifies legislative and regulation needs, implements legislative mandates, and prepares and disseminates all required reports, analyses, and evaluations.

Guides the Board through the sunset review process; reviews and evaluates, with the help of subordinate staff, the Board's strategic plan to ensure it is in line with the needs of the Board, and its stakeholders.

10% Board Liaison (E)

Functions as the administrative agent for the Board; prepares agendas for all Board meetings in accordance with the requirements of the Bagley Keene Open Meetings Act; serves as the Board's liaison to a wide array of governmental and professional organizations; participates and serves as Board's staff representative to various associations; represents the Board in meetings, negotiations, hearings, and other forums.

5% Public Representative (E)

Represents the Board before such bodies as the legislature, professional health organizations, public interest groups, consumer groups, schools, and other entities which may be a stakeholder of the Board.

Serves as the chief media contact in representing the Board's actions and activities, and presents a professional and proactive image of the Board.

B. Supervision Received

The Executive Officer reports directly to the members of the Respiratory Care Board of California.

C. Supervision Exercised

The Executive Officer, through subordinate managers, has indirect oversight of analytical and clerical staff who work in the Administration, Enforcement, Probation and Licensing programs.

D. Administrative Responsibility

The Executive Officer has full delegation of authority over all policy, resource allocation, personnel, and licensee disciplinary matters, including approval of legal

documents such as Accusations, Statements of Issues, Stipulated Settlements, Interim Suspension Orders, and others. The Executive Officer administers the provisions of the State Administrative Manual, and civil service laws and regulations, and is responsible for managing the staff and fiscal resources of the Respiratory Care Board.

E. Personal Contacts

The Executive Officer frequently interprets and elucidates the Board's laws and regulations, protocols, and policies. The Executive Officer also represents the Board before professional and health organizations, other State, local, or Federal governmental agencies, health organizations, consumer groups, insurance organizations, health facilities, and other regulatory agencies to provide information regarding the Board's practice act, programs, and policies. The incumbent also solicits support on issues affecting the Board and obtains information for feedback to the Board as needed.

F. Actions and Consequences

Failure to properly administer the Board's programs could result in ineffective and inefficient internal operations and could adversely impacting the respiratory care profession and its consumers.

G. Functional Requirements

The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week each year and may be required to work specified hours based on the business needs of the office. The incumbent works 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 is required to attend board and committee meetings held in various locations throughout California. Incumbent is required to travel by methods that are 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 Board needs.

Criminal Offender Record Information:

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, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with DCA's CORI procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the incumbent routinely works with 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.

Department of Consumer Affairs
Exempt Position Duty Statement
HR-041E (new 1/2015)

Agenda Item: 10-b
Meeting Date: 10/14/24

Conflict of Interest:

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1, and within 30 days of leaving office.

Oath of Office:

This position also requires the incumbent to take an Oath of Office prior to appointment.

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.

Board President's Signature

Date

Board President's Printed Name

Revised: 9/2024

Adopted by the board

RESPIRATORY CARE BOARD OF CALIFORNIA
INVITES APPLICATIONS FOR THE POSITION OF
EXECUTIVE OFFICER

598-110- 0838-001

\$9,486 - \$10,567 (per month)

The Respiratory Care Board of California (Board) promotes and protects the interests of California's consumers. The Board licenses Respiratory Care Practitioners (RCPs) to work in California and investigates allegations of violations of licensees. The Board's highest priority is the protection of the public when exercising its licensing, regulatory, and disciplinary functions. The primary methods by which the Board achieves its consumer protection mandate includes: issuing licenses to eligible applicants; investigating complaints against licensees and applicants; disciplining licensees or revoking the licenses for violations of the Respiratory Care Practice Act; and monitoring licensees whose licenses have been placed on probation.

Consumer protection is at the forefront of the decisions that the Board makes every day. You will work among a knowledgeable workforce dedicated to: Accountability, Efficiency, Communication, Diversity, Integrity, Leadership, Flexibility, and Service and Transparency while fostering an environment of collaboration, continuous learning, and creativity/innovation. Please visit <https://www.rcb.ca.gov> for more information.

The Board is looking for a talented and exceptional Executive Officer to take the helm of a high performing team to support and carryout the mission of the Board. The position requires a dynamic leader with demonstrated executive-level experience who can exhibit strong interpersonal and mentoring skills, including promoting a high-performance culture where employees are motivated and enabled to perform to their greatest potential.

The Executive Officer manages the Board staff and is responsible for carrying out the policies of the Board and for planning, organizing, and directing the activities of the Board in areas of administration, enforcement, and licensure. The Executive Officer also serves as the liaison between the Board and stakeholders. The Executive Officer enforces the overall policies established by the Board relating to Board programs, under the authority of Business and Professions Code.

In all job functions, the Executive Officer is responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. The Executive Officer is expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

The Executive Officer is appointed by the Board and serves at its pleasure. The Executive Officer position is exempt from civil service and is located in Sacramento, California.

Starting salary and raises are subject to approval from the Business, Consumer Services and Housing Agency and the California Department of Human Resources.

Desirable Qualifications and Experience:

- Experience working with diversity; including, but not limited to, race, gender, and age; the experience shall include policy advisement or action and affirming culture.
- Administrative experience with government operations and processes, including legislation, regulations, budgeting, personnel, and equal employment opportunity.
- Progressive experience with executive-level leadership, management, and problem-solving, especially past success in working on complex issues.
- Experience establishing, promoting, and maintaining cooperative working relationships with representatives of all levels of government, the public and special interest groups.
- Ability to think strategically and creatively, work well under pressure, and meet deadlines.
- Ability to promote internal and external teamwork and cross-functional collaboration and communication in support of an organization's mission and goals.
- Experience with public speaking and ability to deliver speeches and presentations on sensitive, technically complex, and controversial subject matters, in front of diverse audiences including the public.
- A consultative approach to problem solving and the ability to facilitate coalition building.
- Experience with the oversight of a hybrid workforce to ensure organizational health and clear and consistent communication to facilitate effective information flow between management and staff.
- Experience with the Department of Consumer Affairs BreEZe licensing and enforcement database, including the oversight of continuous maintenance and system enhancements to effectively monitor licensure and enforcement program workload and the meeting of established performance measure targets.
- Experience with the State's budget process, including the development and preparation of all budget proposals, finance letters, deficiencies, schedules, and maintenance of fiscal records.
- Experience with the sunset review process, including collecting and interpreting data, providing input related to program areas, and testifying before the Legislature regarding board activities and key issues.
- Experience in the development and execution of a strategic plan, goals and objectives, and an action plan to ensure activities are carried out in an effective manner.
- Experience drafting legislative proposals including the history, objective, proposed language, and anticipated support and/or opposition.
- Experience with securing a facility and management of ongoing property issues, including lease renewal.
- Experience working with multiple stakeholders to reach on consensus on an item of interest.

Special Requirements:

Conflict of Interest Filing - This position is subject to Title 16, section 3830 of the California Code of Regulations, the DCA Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

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Interested Persons Must Submit the Following:

- 1) Statement of Qualifications, not to exceed three (3) pages, single-sided, that specifically addresses the Desirable Qualifications and Experience section outlined above.
- 2) A State application (Std 678).
- 3) A resume or curriculum vitae; and
- 4) Minimum of two (2) professional references.

Filing Instructions:

Application packages may be submitted electronically via CalCareers at www.jobs.ca.gov for Job Control (JC) XXXXX. Application packages submitted via CalCareers must be received by 11:59 p.m. Pacific Standard Time on the final filing date.

Application packages may also be submitted via U.S. Postal Service mail or hand delivery to:

Department of Consumer Affairs
Office of Human Resources
1625 North Market Blvd., Suite N-321
Sacramento, CA 95834
Attn: OHR Contact

Application packages submitted via U.S. Postal Service must be postmarked on or before the final filing date. Application packages submitted via hand delivery must be delivered to the Office of Human Resources by 5:00 p.m. on the final filing date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

The final filing date for this recruitment is XXXXXX.

For further information or questions regarding the position or application process, please contact XXXXXX, Department of Consumer Affairs, Office of Human Resources at (916) XXX-XXXX or via email at OHR Contact Email.

All applications will be screened and only the most qualified candidates will be scheduled for a preliminary interview. Finalists will be invited to an interview with the full Board at a Board meeting. Travel expenses for these interviews are the responsibility and at the expense of each candidate. Upon being contacted for interviews, it is the candidate's responsibility to notify the interview scheduler of any need for reasonable accommodation to participate in the interview.

You may direct any additional questions regarding reasonable accommodations or Equal Employment Opportunity (EEO) for this position to the Department's EEO Office at (916) 574-8280.

The State of California and Department of Consumer Affairs is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.