

## **Discussion for an Increase in the Exempt Salary Level of the Executive Officer Revised Duty Statement**

In preparing the *Background and Justification for Executive Officer Exempt Level Change and Exempt Salary Pay Increase* in support of the Board's request for an exempt level change for the Executive Officer position from the current Level I to Level G, staff realized that the duty statement for the Executive Officer needed to be updated. Staff worked with the Department of Consumer Affairs Office of Human Resources (OHR) to revise the duty statement to update it and to use the appropriate Exempt Level Position format.

The new duty statement needs to be approved by the Board so that it can be submitted with the Exempt Position Request package.

### **RECOMMENDED MOTION:**

Approved the included duty statement for the Executive Officer position.

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

<b>Exempt Employee's Name</b>	
<b>Classification Title</b> Executive Officer	<b>Board / Bureau / Commission / Committee</b> Board for Professional Engineers, Land Surveyors, and Geologists
<b>Exempt Level / Salary Range</b> I-/\$10,546 – \$11,755	<b>Geographic Location</b> Sacramento
<b>Position Number</b> 621-110-8940-001	<b>Effective Date of Appointment</b>

**General Statement:** Under the administrative direction of the 15-member Board for Professional Engineers, Land Surveyors, and Geologists (Board), the Executive Officer (EO) of the Board has overall responsibility for the management of the Board's resources and staff. The EO is also responsible for overseeing all aspects of the Board's regulatory requirements pertaining to the practices of professional engineering, land surveying, geology, and geophysics, which includes licensing qualified individuals; development, supervision, and administration of licensing examinations; and enforcement of the laws and regulations under the Board's jurisdiction. As an expert in public policy, the EO is further responsible for interpreting and executing the intent of all Board policies to the public and other governmental agencies. The duties and responsibilities include, but are not limited to, the following:

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

**30% Managerial and Administrative (E)**

Serves as the principal operations officer for the Board. Establishes short- and long-term personnel goals that underscore succession planning and training. Responsible for developing and managing long-term fiscal and budgetary goals and strategies to ensure the Board's budget remains structurally balanced. Provides leadership for the policy and strategic direction of the Board in support of the Board's mission and goals and ensures Board-approved policies and actions are implemented appropriately and timely.

**30% Board Liaison and Public Contact (E)**

Functions as the administrative agent for the Board. Coordinates and manages all Board and Committee meetings, including overseeing the preparation of agendas, materials, and minutes for the meetings. Ensures full compliance with the Bagley-Keene Open Meeting Act.

Serves as principal liaison to the Department of Consumer Affairs (DCA), the Business, Consumer Services and Housing Agency (Agency), the Governor's Office, the Legislature, and professional groups and works in cooperation in

attitude and interactions with all Board members, staff, and constituencies to create and maintain mutual respect and partnership. Serves as the Board's liaison to a wide array of public and private organizations on the local, state, and national level relating to the professions of engineering, land surveying, geology, and geophysics. Participates and serves as the Board's staff representative to the National Council of Examiners for Engineering and Surveying (NCEES) and the National Association of State Boards of Geology (ASBOG), including serving as the representative to these national organizations to provide continuity in advocating for the Board's positions on licensure and regulation of the professions. Oversees the Board's public outreach program to provide education to consumers, applicants, licensees, and other interested parties regarding the professions, the laws, and the Board and its operations, including dissemination of accurate and timely information via available communication tools and resources, such as the Board's website and other social media venues.

**20% Program Management – Licensure, Examinations, and Enforcement (E)**

Responsible for regulatory oversight of licensure for professional engineers, land surveyors, geologists, and geophysicists. Delegates, but is responsible for, the evaluation of qualifications of applicants for licensure.

Provides oversight in the development and administration of state-specific licensure examinations to ensure they are appropriately measuring an applicant's minimal competence to enter the profession to be valid, legally defensible examinations. Participates in examination development meetings with NCEES and ASBOG to verify that national examinations are appropriate for use in qualifying for licensure in California.

Responsible for overseeing the enforcement of the Professional Engineers Act, the Geologist and Geophysicist Act, and the Professional Land Surveyors' Act and their related regulations in accordance with the Administrative Procedure Act. Delegates, but is responsible for the investigation of complaints regarding violations of the laws, which may result in the issuance of administrative citations or the pursuit of formal disciplinary action.

Ensures that confidentiality of information and records is maintained in compliance with the Public Records Act.

**20% Legislation and Regulations (E)**

Provides oversight in the research and analysis of existing statutes and regulations to determine the need for modification. Obtains independent author for legislative amendments to the Professional Engineers Act, the Geologist and Geophysicist Act, and the Professional Land Surveyors' Act as directed by the Board. Consults with legislators, legislative staff, and other interested parties on proposed legislation. Provides recommendations to the Board regarding positions on bills that may impact the operations of the Board or the consumers. Testifies at legislative hearings as needed. Ensures the timely completion of the

Board's Sunset Review Report and testifies at the legislative Sunset Review hearings. Oversees the rulemaking process for the addition, amendment, or appeal of regulations and ensures compliance with the Administrative Procedure Act during the process. Responsible for implementing new statutes and regulations and providing reports to the Board regarding such.

**B. Supervision Received**

The incumbent is exempt from civil service and receives administrative direction from the appointed members of the Board.

**C. Supervision Exercised**

The Executive Officer is delegated the authority by the Board to provide leadership and oversight for all Board programs and activities. The Executive Officer directly supervises the Assistant Executive Officer (AEO) (Staff Services Manager III) and indirectly supervises all Board staff through the AEO.

**D. Administrative Responsibility**

The Executive Officer is responsible for all administrative and fiscal functions of the Board and for managing the Board's resources, programs, and personnel.

**E. Personal Contacts**

The Executive Officer has regular contact with all levels of Board staff, DCA Executive Management and staff; Agency staff; the Governor's Office; members and staff of the Legislature; representatives of national, state, and local governments; consumers; applicants; licensees; and other stakeholders.

**F. Actions and Consequences**

Failure to use good judgment in carrying out legislative mandates and Board policies and to timely and properly ensure completion of Board responsibilities could result in budget deficits, unqualified applicants becoming licensed, misinformation provided to the press, or enforcement actions being overturned. The consequences of these actions could result in negative media attention, financial and/or physical harm to the public due to unqualified practitioners, or sunset of the Board.

**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. Regular and consistent attendance is essential. The incumbent works in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer, telephone, copier, and other general office equipment is essential. Sitting and standing requirements are consistent with office work. This position requires frequent travel including overnight travel by all available transportation methods.

**H. Other Information**

The Executive Officer must possess excellent communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, be responsive to Board needs, and represent the Board in a professional manner. The Executive Officer must also use strong interpersonal skills to support the achievement of the goals and objectives of the Board and maintain good working relationships with staff, governmental agencies, and members of the public. The Executive Officer must have a clear understanding of the Board's mission and goals so that they can give clear and accurate direction to staff and reports to the Board. The Executive Officer must be able to work well under pressure and rapidly changing priorities.

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

**Criminal Offender Record Information (CORI)**

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.

**Conflict of Interest (COI)**

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.

**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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Board President Signature

Date

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Printed Name

**Revision 11/21**