



DEPARTMENT OF  
REHABILITATION

*Employment, Independence & Equality*

*Arnold Schwarzenegger,  
Governor*



State of California  
Health and Human  
Services Agency

Rehabilitation Appeals Board  
721 Capitol Mall  
Sacramento, CA 95814  
(916) 558-5802 (Voice)  
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(916) 558-5807 (TTY)

### **Employment Opportunity**

Executive Secretary, Rehabilitation Appeals Board (Exempt)  
Permanent-Full Time

Position Number: 813-089-8492-001  
(\$6297-\$6811) (position subject to Furlough Program)

#### **Rehabilitation Appeals Board**

The Department's Rehabilitation Appeals Board consists of seven members appointed by the Governor. The responsibility of the Board is to act as an impartial board that hears and evaluates claims made by applicants or eligible individuals with disabilities, who are dissatisfied with any action of the department related to the delivery of vocational rehabilitation services. The Appeals Board conducts hearings throughout the state and issues a decision in all matters that it hears.

#### **Executive Secretary, Appeals Board**

Under the guidance of the Chairperson and members of the Appeals Board, coordinates the statewide support and administrative activities for client appeals. This position is located in Sacramento. Frequent statewide travel is required.

- Analyze all evidence submitted, apply pertinent laws, regulations, policies and principles; advise Appeals Board regarding judgments and areas of responsibilities and prepare proposed decision; review and edit decisions as written for Board.
- Attend and provide technical assistance at appeal hearings; review, evaluate and analyze all appellant requests for fair hearings for substance and clarity; schedule and coordinate hearings; provide documentary evidence to appellants and Board.
- Supervise, train and recruit support staff. Prepare performance evaluations, and take progressive disciplinary action as needed.

### Executive Secretary (continued)

- Advise Board regarding departmental regulations, administrative decisions, memos, legal opinions, changes in law; act on behalf of the Board to assist in settlement of issues when possible before hearings are held; coordinate legal review of Board findings and provide the Board with feedback.
- Confer with officials of State and Federal agencies on matters of policy and procedures. Conduct research accordingly and communicate findings verbally and in writing. Submit operations analysis recommending statewide policy and regulation changes to management. Meet with management, District Administrators, and other field staff to provide feedback and maintain lines of communication.
- Plan, prepare and conduct training for Board members on Appeals Board matters, consumer rights and responsibility issues and procedures to ensure statewide quality assurance.
- Interact with the Client Assistance Program in instances of Post Appeal Legal Review on an ongoing case-by-case consultation basis.
- Plan, prepare and maintain statistical and other reports to document Appeals Board operations.

### Desired Qualifications:

Extensive knowledge of California Code of Regulations, strong interpersonal skills, ability to work both independently and collaboratively with all levels of staff, strong analytical and research skills, excellent legal writing and editing skills using electronic equipment. Graduate degree preferred.

### Submit Standard State Application (Std. 678), Resume, and Writing Sample to:

Department of Rehabilitation Appeals Board  
Attn: Director's Office, Susi Thompson  
721 Capitol Mall  
Sacramento, CA 95814

**FINAL FILING DATE: January 27, 2010 (by 5:00 pm)**

The Standard State Application may be found by copying the following address to your Internet browser: (The address below may not function as an electronic link).

<http://jobs.ca.gov/OEC/jobs/stateapp.aspx>

Release Date: January 6, 2010