

PHYSICAL THERAPY BOARD OF CALIFORNIA

Invites Applications for the Position of

EXECUTIVE OFFICER

640-110-8985-001

*SALARY: \$6297-6811

The Executive Officer is hired by the Board and serves at its pleasure. The Executive Officer is responsible for carrying out the policies of the 7-member Board and for planning, organizing and directing the activities of the Board in the areas of Administration, Examination, Enforcement and Licensure. The Executive Officer maintains and enforces the overall policies established by the Board relating to Board programs, under the authority of Business and Professions Code Sections 2600 et. seq. The position is exempt from civil service and is located in Sacramento, CA.

(*Currently all State salaries are subject to a 4.6% salary reduction)

The following qualifications are expected of all applicants:

1. Administrative experience including but not limited to the ability to:
 - a. develop a budget and understand and work within the state governmental budgetary processes and
 - b. develop and implement of regulations and policies.
2. Demonstrated management and supervisory skills including, but not limited to, the ability to organize and control the flow of work and the ability to manage professional and clerical staff within the office.
3. Regulatory and /or enforcement experience to include but not limited to processing complaints, monitoring investigations, representing the Board in hearings on disciplinary matters.
4. Legislative and advocacy experience/coordination in the statute and rule-making process, including advocating to legislative committees.
5. Ability to communicate effectively both orally and in writing to a broad spectrum of people interacting with the Board.
6. Demonstrated effectiveness in working with diverse populations.
7. Knowledge of current consumer and professional issues in Physical Therapy.
8. At least three years experience working with a board, committee or commission.

The following qualifications are highly desirable:

1. Demonstrated ability to work within a large organizational or governmental structure.
2. Completion of a baccalaureate degree from an accredited institution of higher learning.
3. Experience in the sunset review process.
4. Experience in recruitment, training, evaluation and motivation of staff.

Physical Therapy Board Executive Officer

Interested persons should submit either an electronic or hard copy resume/CV or State application to:

Department of Consumer Affairs
Office of Human Resources
1625 North Market Street, Suite N-321
Sacramento, CA 95834
Attn: Roxanne Rodriguez
Or via email to: roxanne.rodriquez@dca.ca.gov

**All resumes/applications must be received by 5:00 pm on March 1, 2013
and must include email and phone contact information.**

All applications will be screened and only the most qualified candidates will be scheduled for a preliminary interview. It is anticipated that interviews will be held during **March/April 2013**.

Travel expenses for any interviews are the responsibility and at the expense of each candidate. For further information, please contact Jeffrey Sears, DCA Personnel Officer, at (916) 574-8300.

The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.