



REQUEST FOR JOB VACANCY ANNOUNCEMENT

VACANT POSITION (VPOS) ANNOUNCEMENT DATA

Board/Bureau/Division: Court Reporters Board

Position Number: 638-110-8936-001

RPA#:

Location: Sacramento

County (*required*): Sacramento

Tenure/Time Base: **Perm** **LT** **Full Time** **Part Time/Fraction:**

Final Filing Date: 30 days from posting **Until Filled**

Working Title: Executive Officer

Alternate classification:

Special Requirements: This Board is seeking an Executive Officer with a Baccalaureate degree or higher who has strong management and communication skills. The successful candidate should have experience working with governmental agencies and associations and the ability to comprehend and respond to high level, complex issues through strategic thinking. The ideal candidate will have experience with and/or working knowledge of the court reporting profession.

Contact Person Name: Andy Andagan

Unit: Executive

Unit Address: 2535 Capitol Oaks, Suite 230

Position Location (City, Zip): Sacramento, 95833

Phone number: (916) 263-4691

Email Address (*optional*): Andy_Andagan@dca.ca.gov

Duties: Under the direction of the five-member board, the Executive Officer's responsibilities include: Oversees the handling of enforcement cases and the processing of complaints. Initiates investigations, prosecutions and disciplinary actions performed by the Office of the Attorney General, Division of Investigation and Office of Administrative Hearings.

Oversees the administration of examinations for providers of CSR services to ensure compliance with applicable statutes, regulations and policies. Coordinates periodic occupational analyses, examination validation studies and ongoing exam development sessions.

Oversees the Boards school recognition and enforcement program related to the statewide registration of court reporting schools.

Confers with attorneys and administrators on issues requiring policy decisions and legal opinions. Maintains overall responsibility for recruiting, training, motivating, evaluating and managing staff. Oversees the development of the Board's budget and strategic plan. Implements Board-approved policies and actions. Coordinates and manages all Board and Committee meetings and all Board communications. Ensures compliance with the Open Meetings Act. Administer the Transcript Reimbursement Fund, a special fund providing free transcripts for indigent users of the judicial system.

Identifies the need for new legislation; recommends modification of existing statutes or regulations to conform to Board policy. Reviews drafts of specific language to effect statutory or regulatory change; oversees the preparation of author's statements and fact sheets. Testifies before legislative committees and at public hearings regarding Board policies, programs and activities.

Disseminates information concerning the Board's licensure act (B&P Code Section 8000 et. seq.), regulations and policies before professional associations, other governmental agencies, court reporting school administrators and consumer groups. Acts as the Board's designated spokesperson when responding to inquiries from the media, state agencies and other interested groups. Initiates and edits Board newsletter.

PERSONNEL OFFICE USE ONLY

C&P APPROVAL:

DATE:

RPA (HR-01) #: