CALIFORNIA BOARD OF PSYCHOLOGY
INVITES APPLICATIONS FOR THE POSITION OF
EXECUTIVE OFFICER
601-100-9002-001
$6922 - 7485 (per month)
Exempt Level M

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 nine-member Board and for planning, organizing and directing the activities of the Board in the areas of Administration, 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 2300 *et. seq.* The position is exempt from civil service and is located in Sacramento, CA.

All applicants are expected to possess the following professional experience:

- **Administrative experience**; including, but not limited to the ability to prepare, understand and work with a government budget, develop regulations, rulemaking, policy development and implementation.
- **Supervisory experience**, including the ability to organize and control the flow of work and manage professional and clerical staff within an office.
- **Regulatory and/or enforcement experience**, such as processing complaints, monitoring investigations, keeping abreast of hearings on disciplinary matters, etc.
- **Legislative or lobbying experience/coordination**, including appearing and advocating before legislative committees.
- Experience working with and/or in taking direction from a board, committee or commission.

In addition, the following desirable qualifications will be considered.

- A baccalaureate degree from an accredited college or university. An advanced or professional degree in public policy, administration or political science is preferable.
- Knowledge of current consumer issues facing the Board and the licensed professions.
- The ability to communicate effectively with all levels of individuals or groups.
- Demonstrated ability to work within a large organizational or governmental structure.
- A consultative approach to problem solving and the ability to facilitate coalition building.

Interested persons must submit either an electronic or hard copy resume/CV or a State application (Std. 678) and a one-page Statement of Qualifications to:

Department of Consumer Affairs
Office of Human Resources
1625 North Market Blvd. Suite N-321
Sacramento, CA 95834
Attn: **Nicholas Reitor**
Or via email to: nicholas.reitor@dca.ca.gov

All resumes/applications must be received by 5:00 pm on August 16, 2013.
and must include email and telephone contact information.

All applications will be screened and only the most qualified candidates will be scheduled for a preliminary interview during **September 2013**. It is anticipated that final interviews will be held in **October 2013**, with an anticipated start date of **October/November 2013**. Travel expenses for any interviews are the sole 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.