



**THE BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS
INVITES APPLICATIONS FOR THE POSITION OF
EXECUTIVE OFFICER
637-110-8906-001
\$8,144.00 – 9,343.00 (per month)**

The mission of the California Board of Vocational Nursing and Psychiatric Technicians (Board) is to protect the public. Public protection is paramount to the Board and its highest priority in exercising its licensing, regulatory and disciplinary functions.

The Executive Officer is hired by the Board and serves at its pleasure. This position is exempt from civil service and is located in Sacramento, California.

The Executive Officer manages the Board staff and is responsible for carrying out the policies of the eleven-member Board and for planning, organizing and directing the activities of the Board in areas of Administration, Enforcement and Licensure. The Executive Officer enforces the overall policies established by the Board relating to Board programs, under the authority of Business and Professions Code Sections 2847 *et. seq.*

Required Qualifications and Experience:

- **Demonstrated ability** to think strategically and creatively, work well under pressure, and meet deadlines. Possess strong organizational, supervisory, and leadership capabilities.
- **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 and/or Management experience,** including the ability to organize and control the flow of work, manage professional and clerical staff within an office and leadership capabilities.
- **Regulatory and/or enforcement experience,** such as processing complaints, monitoring investigations, keeping abreast of hearings on disciplinary matters, etc.
- Experience working with and/or in taking direction from a board, committee or commission.

Please Note: Effective October 2, 2015, the requirement that the Executive Officer be a licensed vocational nurse, registered nurse or psychiatric technician was removed from law. ([AB 178 Chapter 429](#))

Desirable Qualifications:

- A baccalaureate degree from an accredited college or university.
- An advanced or professional degree in public policy, administration or political science.
- Legislative or lobbying experience and/or coordination, including appearing and testifying before legislative committees.
- Knowledge of current consumer issues facing the Board and the licensed professions.
- The ability to communicate effectively with all levels of individuals.

- Demonstrated ability to work within a large organizational or governmental structure.
- A consultative approach to problem solving and the ability to facilitate coalition building.

Special Requirements:

CORI Clearance

The Executive Officer has access to 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 CORI. Pursuant to this requirement, incumbents in this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

Conflict of Interest Filing

The Executive Officer must file an annual Form 700 Statement of Economic Interests, disclosing certain personal economic interests as determined by the Conflict of Interest Code of the Department of Consumer Affairs. Pursuant to Government Code 81008, Statement of Economic Interests are public record and will be made available for public inspection.

Interested persons must submit the following:

- 1) A one page Statement of Qualifications that specifically addresses the qualifications above outlined on page one;
- 2) A State application (Std 678) OR a resume/curriculum vitae

Application packages may be submitted via:

U.S. Mail to: Mail to: Department of Consumer Affairs
 Office of Human Resources
 1625 N. Market Blvd., Suite N-321
 Sacramento, CA 95834
 Attn: **Jennifer Johnson**

OR by e-mail to: Jennifer.Johnson@dca.ca.gov

All application packages must be received by 5:00 p.m. on November 16, 2015.

All applications will be screened and only the most qualified candidates will be scheduled for a preliminary interview. Travel expenses for these interviews are the responsibility and at the expense of each candidate.

For further information, please contact Jennifer Johnson, Department of Consumer Affairs Office of Human Resources at (916) 574-8344 or via email at Jennifer.Johnson@dca.ca.gov.

The State of California and DCA is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.