



**THE BOARD OF REGISTERED NURSING  
INVITES APPLICATIONS FOR THE POSITION OF  
EXECUTIVE OFFICER  
630-110-8865-001  
\$10,928.00 – 11,256.00 (per month)**

The California Board of Registered Nursing (Board) protects and advocates for the health and safety of the public by ensuring the highest quality registered nurses in the state of California.

The Board is a state governmental agency established by law to protect the public by regulating the practice of registered nurses. The Board is responsible for implementation and enforcement of the Nursing Practice Act, the laws related to nursing education, licensure, practice, and discipline.

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 nine-member Board and for planning, organizing and directing the activities of the Board in areas of administration, enforcement and licensure. The Executive Officer also serves as the liaison between the Board and stakeholders. The Executive Officer enforces the overall policies established by the Board relating to Board programs, under the authority of Business and Professions Code Sections 2708 *et. seq.*

**Required Qualifications and Experience:**

- A nurse currently licensed by the state of California and whose license is in good standing.
- 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.

**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:****License Requirement**

Pursuant to Business and Professions Code, Section 2708(b), "The executive officer shall be a nurse currently licensed under this chapter and shall possess other qualifications as determined by the board."

**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: Daniella Ruffin

OR by e-mail to:            [Daniella.Ruffin@dca.ca.gov](mailto:Daniella.Ruffin@dca.ca.gov)

**All application packages must be received by 5:00 p.m. on December 28, 2015.**

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 the month of January 2016. Travel expenses for these interviews are the responsibility and at the expense of each candidate.

For further information, please contact Daniella Ruffin, Department of Consumer Affairs Office of Human Resources at (916) 574-8307 or via email at [Daniella.Ruffin@dca.ca.gov](mailto:Daniella.Ruffin@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.