



MEMORANDUM

DATE	January 9, 2015
TO	Psychology Board Members
FROM	Antonette Sorrick Executive Officer
SUBJECT	Draft Executive Officer Duty Statement - 7

Background:

Attached is an updated draft EO Duty Statement for review.

Action Requested:

Board ratification of draft duty statement.

Duty Statement

DEPARTMENT OF CONSUMER AFFAIRS EXECUTIVE OFFICER, BOARD OF PSYCHOLOGY 601-110-9002-001

Under the general direction and leadership of the 9-member Board, the Executive Officer functions as the chief administrative officer for management of the Board's resources and staff. -The Executive Officer plans, directs, and evaluates the licensing and regulatory efforts of the Board; and is further responsible for interpreting and executing the intent of all Board policies to the public and to other governmental agencies. -These activities include:

Directs and coordinates the implementation, on an annual basis, of a strategic plan which will ensure that the Board's mission of consumer protection is achieved.

Maintains an effective and efficient Enforcement Program which protects consumers of psychological services from unlicensed, incompetent, grossly negligent, or otherwise dangerous practitioners. -In doing this, the Executive Officer is responsible for ensuring that the annual enforcement budget is managed and maintained, oversees the production and distribution of press releases, approves and signs each accusation filed against licensees, and works with the Deputy Attorney General assigned to the case in directing the case through hearing or in developing any acceptable settlement pursuant to the Board's Disciplinary Guidelines.

Maintains an effective and efficient Licensing and Administrative Program which ensures competent, qualified individuals are licensed and renewed for licensure with the Board. In doing this, the Executive Officer is responsible for oversight of both including staffing, training, and budgeting is managed and maintained.

Directs and coordinates the implementation of the Board's committee work. -Those committees are: Credentials, Examination, Enforcement, Legislation, Continuing Education and Consumer Education, Licensing, Policy and Advocacy, and Outreach and Education.

~~Coordinates the utilization and/or~~ Oversees the training and utilization of enforcement experts, examination experts, investigators, Deputy Attorneys General, Consumer Services Representatives, and DCA legal staff.

Serves as the Board's primary legislative contact and lobbyist, and carries legislation either by obtaining an independent author, or by joining non-controversial items into the Department's or to a Legislative Committee's annual omnibus bill.

Identifies contemporary issues that warrant attention and involvement of the Board, and recommends regulation and/or legislative proposals or amendments to address issues affecting consumers of psychological services, the Board, or psychology licensees and applicants.

Develops and implements regulations adopted by the Board in compliance with the Administrative Procedures Act and legislatively mandated standards.

EXECUTIVE OFFICER
BOARD OF PSYCHOLOGY

Continuously analyzes the resource needs of the Board's programs and develops the Board's budget each year. -The Executive Officer represents the Board before the Department of Finance and the Legislature and approves major monetary expenditures and the redirection of funds.

Serves as the chief media contact in representing the Board's actions and activities, and presents a professional and proactive image of the Board.

Represents the Board before such bodies as the Medical Board, professional health organizations, public interest groups, consumer and victims groups, schools, and other entities which may ~~need input from~~ be a stakeholder of the Board.

Functions as administrative agent for the Board; prepares agendas ~~and minutes~~ for all quarterly Board meetings; acts as Board spokesperson at all meetings and hearings delegated by the Board; serves as liaison between Board, Board Committees, and staff.

Acts as principal operations officer for the Board; manages Board offices; establishes personnel policy and procedures; manages all personnel, including recruitment, orientation and training, staff development, supervision, and annual performance evaluation of the Board's staff; oversees the procurement and management of space, equipment, and supplies; identifies need for augmentation of operating budget, and ensures that all budget change proposals, finance letters, and other fiscal documents are accurate and that they support the Board's goals and mission.

Revised ~~July 2005~~ August 2014