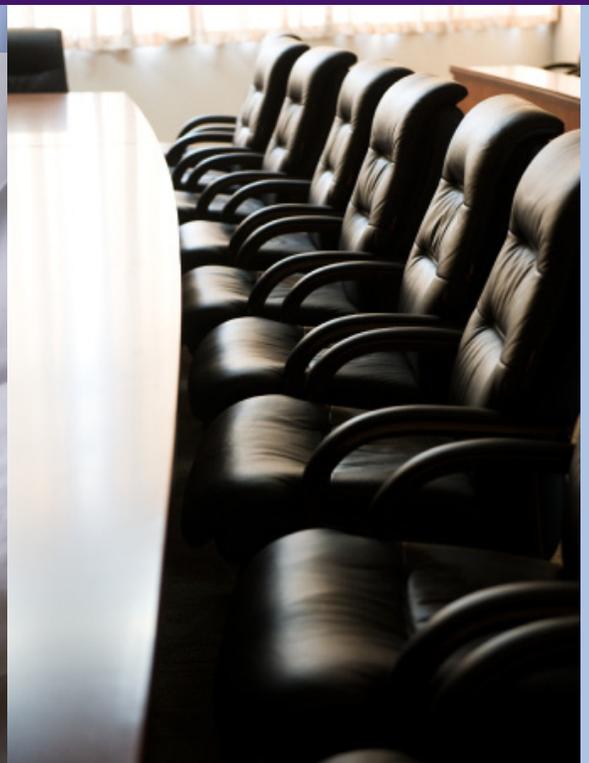




Medical Board of California
is seeking a new
Executive Director



UNIQUE OPPORTUNITY

The Medical Board of California is seeking an experienced, established leader with a solid breadth of administrative and organizational management expertise to become the new Executive Director (ED). The Executive Director, who will be located in Sacramento, CA, serves as the primary liaison to the fifteen-member Board, representing the Board on statewide and national issues, and is accountable for the success of the Board in fulfilling its mission.

THE SACRAMENTO AREA

Sacramento is conveniently located halfway between the Pacific Ocean (San Francisco) to the west, and the Sierra Nevada Mountains (Lake Tahoe) to the east. With a population of approximately 470,000, Sacramento is the 7th largest city in California.

Sacramento offers some of the lowest housing prices of major cities in the state. Many new residents have relocated from the San Francisco Bay Area and Southern California to take advantage of Sacramento's employment opportunities, moderate housing prices, reasonable cost of living, and competitive salaries.

The Sacramento region offers amenities that are attractive to those with an active lifestyle. Hiking, biking, golfing, snow-skiing, water-skiing, house-boating, wine-tasting, and other sports and recreational opportunities abound. Educational opportunities are plentiful, with the Sacramento region being home to California State University - Sacramento; University of California at Davis; Sacramento City College; McGeorge School of Law and other community and four-year college programs.

THE BOARD

Created in 1876 when the Legislature passed the first Medical Practice Act, the Medical Board of California is a state government agency which licenses and disciplines medical doctors. The Board provides two principal types of services to consumers: public-record information about California-licensed physicians, and investigation of complaints against physicians.

The fifteen-member appointed Board consists of eight physician members and seven public members. Incumbents are appointed by the Governor (all physicians and five public members), the Speaker of the Assembly (one public member) and the Senate Rules Committee (one public member). The Executive Director serves at the pleasure of the Board and is responsible for managing a staff of more than 280 and a budget of nearly \$60 million.

For further information about the Board, visit the website: www.mbc.ca.gov



The mission of the Medical Board is to protect health care consumers through the proper licensing and regulation of physicians and surgeons and certain allied health care professions and through the vigorous, objective enforcement of the Medical Practice Act, and to promote access to quality medical care through the Board's licensing and regulatory functions

THE POSITION

The Executive Director is responsible for carrying out the policies of the Board and for planning, organizing and directing the activities of the Board in the areas of Administration, Licensing, Enforcement and Education. The Executive Director maintains and enforces the overall policies established by the Board relating to Board programs, under the authority of Business and Professions (B&P) Code sections 2000, et. seq. The position is exempt from civil service and is located in Sacramento, CA.

Under direction of the Board, the Executive Director will have a wide variety of roles and responsibilities, including (but not limited to) the following:

- Through subordinate managers and supervisors, oversees the development, implementation and evaluation of the full range of Board policies, procedures and functions. Examines trends and developments in the regulation of the health professions, and recommends policies and procedures to the Board for their consideration. Oversees the research and analysis of issues affecting the Board and its licensees, and approves staff work products prior to their submission to the Board.
- Directs the preparations for quarterly Board meetings and meetings of the Board's standing committees. Arranges for speakers, presenters and witnesses on a variety of issues before the Board to assure that the views of all concerned individuals and groups are fairly presented to the Board. Directs the preparation of agendas and minutes of all meetings, and through subordinate managers and supervisors, implements all actions and decisions of the Board.
- Identifies issues requiring legislative action and directs the development of fully researched and documented legislative proposals for presentation to the Board. Once proposals are approved by the Board, meets with members of the Senate and Assembly and their staffs to arrange for introduction of bills. As appropriate, works with legislators to identify interested organizations, to determine their concerns, and to propose amendments to Board-sponsored bills.
- Through subordinate staff, directs the full range of legislative tracking and analysis, including the identification of all bills which directly or indirectly affect the Board and its programs, the preparation of detailed analyses of bills, presentation of analyses to the Board and to the Executive Committee of the Board, recommendation of positions on bills and possible amendments, and implementation of the actions of the Board regarding specific bills.
- Meets and confers with professional associations, top level management of other governmental agencies, and consumer groups to identify and resolve issues relating to Board-sponsored and Board-impacting legislation. Solicits the support of these groups for Board-sponsored legislation.
- Testifies before committees of the Legislature.
- Functions as principal spokesperson for the Board in its relations with other Governmental agencies, professional organizations, medical schools, consumer organizations, other state medical boards, and the media. Makes speeches and presentations to numerous organizations, provides media interviews on regulatory, disciplinary and policy issues, and responds to the most sensitive public contacts on behalf of the Board.
- Represents the Administration, the Business, Consumer Services and Housing Agency, and the Department of Consumer Affairs as appropriate on matters relating to the regulation of health professions.
- Through the Public Information Officer, responds to all media contacts with the Board, providing factual information, Board policy, legal considerations, and Board positions on the full range of issues. Personally responds to the most sensitive inquiries, including those with political ramifications.
- As Executive Director, has delegated responsibility for prudent oversight and management of the Board's resources, development of program budgets, tracking revenue and expenditures, implementing cost saving measures, maintaining accurate tracking of assets including vehicles, firearms, equipment, leased space, computer assets and Board records. Oversees, through subordinate staff, the preparation of monthly revenue and expenditure statements, and management reports to assure efficient control of Board finances. Identifies potential fiscal issues through long-range projections, and recommends solutions including legislative solutions to the Board. Implements the actions approved by the Board.
- Has full delegated authority from the Board to approve recruitment, hiring, retention and evaluation of all Board staff. Personally evaluates the performance of the Assistant Executive Director, Staff Counsel, Chief of Enforcement and Public Information Officer. Provides second level review and approval

THE POSITION (continued)

- of the evaluation of the managers for the Licensing Program and the Administrative Services Program. Acts as the second level of review for disputed evaluations of subordinate staff.
- Through subordinate staff, develops organizational structures, reporting relationships, and assignment of all staff. Approves all appointments, promotions and outside hires to the Board. Approves all staff duty statements to assure consistency in classification and duties of staff.
 - Other duties and responsibilities as required by the Board.

THE IDEAL CANDIDATE

The new Executive Director must be a highly competent and experienced professional with a demonstrated track record of successful managerial accomplishments. Qualified candidates will be expected to work well within the political environment and possess a high level of integrity, be inclusive, transparent, and engaging. A Bachelor's degree is expected and a Master's degree in public policy, administration or political science is preferable.

In addition to the previously stated requirements, the Board wishes to attract individuals who also possess the following knowledge, characteristics, and competencies:

- 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
- Knowledge of current consumer issues facing the Board and the licensed professions
- Demonstrated ability to work within a large organizational or governmental structure

THE IDEAL CANDIDATE (continued)

- A consultative approach to problem solving and the ability to facilitate coalition building
- Possesses a high level of initiative, dependability, tact, sound judgment, and adaptability
- Maintains very high ethical standards and is a person of exceptional character who naturally earns the confidence and trust of others
- Is outgoing, has excellent communication skills, and is able to work effectively with diverse groups of people

COMPENSATION AND BENEFITS

The salary range for this position is \$9,215 – \$10,267 (per month). The Executive Director also receives a comprehensive benefit package.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date to submit applications is December 27, 2013. To be considered for this position, please immediately submit a resume (including dates of employment and staff and budgets managed) and cover letter, including indication of current salary, and the names of six work-related references, directly to:

Pam Derby
 CPS HR Consulting
 241 Lathrop Way, Sacramento, CA 95815
 Tel: 916 / 263-1401 Fax: 916 / 561-7205
 Email: resumes@cpsr.us
 CPS Web site: www.cpsr.us

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Candidates deemed most qualified will be referred to the Board Selection Committee. Selected candidates may be invited to participate in interview and selection activities with the Selection Committee members during the week of January 13, 2014. It is anticipated that finalists will be interviewed by the full Board at their meeting in early February.

