



**THE STRUCTURAL PEST CONTROL BOARD
INVITES APPLICATIONS FOR THE POSITION OF
REGISTRAR and SECRETARY
Position Number 634-110-8866-001
\$9,151 – \$10,194 (per month)**

The Department of Consumer Affairs' (DCA) Structural Pest Control Board (Board) regulates three individual license types, Applicator, Field Representative, and Operator. Business licenses, company and branch office registrations are also licensed and regulated through the Board. Currently, there are approximately over 28,000 licenses, registrations, permits, and certificates issued by the Board. The Board protects the general welfare of Californians and the environment by promoting the primary mission of regulating the structural pest control industry and protecting public safety through ensuring the competency and qualifications of providers of pest control services and enforcing the structural pest control laws and regulation.

The Board is looking for a talented and exceptional Registrar and Secretary to take the helm of a high performing team to support and carryout the mission of the Board. The Registrar and Secretary is responsible for carrying out the policies of the seven-member Board and for planning, organizing and directing the activities of the Board in the areas of Administration, Examinations, Enforcement and Education. The Registrar and Secretary maintains and enforces the overall policies established by the Board relating to Board programs, under the authority of Business and Professions Code sections 8500, et. seq. The position requires a dynamic leader with demonstrated executive-level experience who can exhibit strong interpersonal and mentoring skills, including promoting a high-performance culture where employees are motivated and enabled to perform to their greatest potential.

The Registrar and Secretary, with the approval of the DCA Director, is appointed by the Board and serves at its pleasure. The Registrar and Secretary position is exempt from civil service and is located in Sacramento, California. Starting salary and raises are subject to approval from the Business, Consumer Services and Housing Agency and the California Department of Human Resources.

Desirable Qualifications and Experience:

- Administrative experience with government operations and processes, including legislation, regulations, budgeting, personnel, and equal employment opportunity;
- Progressive experience with executive-level leadership, management and problem-solving, especially past success in working for a board and/or commission on complex issues;
- Familiarity with the Structural Pest Control Act, Business and Professions Code, and regulations relating to the practice of the Board. Regulatory and/or enforcement experience and knowledge of current consumer issues facing the Board or other healing arts boards, commissions, and/or committee and current consumer issues in the licensed profession(s);

- Regulatory and/or enforcement experience such as processing complaints, monitoring investigations, keeping abreast of hearings on disciplinary matters, etc.
- Experience establishing, promoting and maintaining cooperative working relationships with representatives of all levels of government, the public and special interest groups;
- Experience working with and/or in taking direction from a board, committee or commission;
- Legislative or lobbying experience and/or coordination, testifying before legislative committees, and familiarity with the sunset review process;
- Ability to think strategically and creatively, work well under pressure, and meet deadlines;
- Ability to promote internal and external teamwork and cross-functional collaboration and communication in support of an organization's mission and goals;
- Experience with public speaking and ability to deliver speeches and presentations on sensitive, technically complex and controversial subject matters, in front of diverse audiences including the public;
- A consultative approach to problem solving and the ability to facilitate coalition building; and
- A baccalaureate degree from an accredited college or university.

Special Requirements:

Conflict of Interest Filing - This position is subject to the requirements of California Code of Regulations, title 16, section 3830, the DCA Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

Criminal Offender Record Information (CORI) - California Code of Regulations, title 11, section 703, subsection (d) requires criminal record checks of all personnel who have access to CORI. Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with DCA's CORI procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the incumbent routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

Interested persons must submit the following:

- 1) Statement of Qualifications, not to exceed **three (3)** pages, single-sided, that specifically addresses the Desirable Qualifications and Experience section outlined above;
- 2) A State application ([Std 678](#));
- 3) A resume or curriculum vitae; and
- 4) Minimum of three (3) letters of professional reference.

Filing Instructions

Application packages may be submitted via U.S. Postal Service mail to:

Department of Consumer Affairs
Office of Human Resources
1625 North Market Blvd., Suite N-321

Sacramento, CA 95834
Attn: OHR Representative

Application packages submitted via U.S. Postal Service must be postmarked on or before the final filing date. Application packages submitted via hand delivery must be delivered to the Office of Human Resources by 5:00 p.m. on the final filing date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Application packages may also be submitted electronically via CalCareers at www.jobs.ca.gov for Job Control (JC) XXXXXX. Application packages submitted via CalCareers must be received by 11:59 p.m. Pacific Standard Time on the final filing date.

The final filing date for this recruitment is Month XX, 2022.

For further information or questions regarding the position or application process, please contact OHR Representative, Office of Human Resources, Department of Consumer Affairs, at OHR Representative or via email at OHR Representative@dca.ca.gov.

All applications will be screened and only the most qualified candidates will be scheduled for a preliminary interview. Finalists will be invited to a full Board interview at a public Board meeting. Travel expenses for these interviews are the responsibility and at the expense of each candidate. Upon being contacted for interviews, it is the candidate's responsibility to notify the interview scheduler of any need for reasonable accommodation to participate in the interview. You may direct any additional questions regarding reasonable accommodations or Equal Employment Opportunity (EEO) for this position to the DCA EEO Office at (916) 574-8280.

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.

Department of Consumer Affairs

Exempt Position Duty Statement

HR-041E (new 1/2015)

Exempt Employee's Name	
Classification Title Registrar and Secretary	Board / Bureau / Commission / Committee Structural Pest Control Board
Exempt Level / Salary Range L/\$9,151 – \$10,194 (per month)	Geographic Location Sacramento
Position Number 634-110-8866-001	Effective Date of Appointment

General Statement: The Registrar and Secretary, under the administrative direction and leadership of the seven-member Structural Pest Control Board (Board), serves as the chief operating officer for the Board. The Registrar and Secretary ensures that the mission of the Board, to protect consumers and the environment by promoting outreach, education, and regulation of the structural pest management profession, is carried out. The Registrar and Secretary is further responsible for interpreting and executing the intent of all Board policies to the public and other governmental entities and for the management of Board resources and staff. These duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

60% (E) Program Management

Oversee all administrative functions performed and managed by staff to ensure compliance with mandates, direct the implementation and execution of all Board policies and procedures. Oversee the collection of data for preparation of all statistical reports. Review the reports for policy refinement and to maximize program effectiveness. Direct the preparation and implementation of all contracts utilized by the Board. Provide fiscal management, including the oversight of budget preparations. Direct the preparation of annual budget documents and provide oversight of expenditures and revenues. Ensure that expenditures are within the allocated budget and ensure that the Board maintains a prudent fund reserve. Advocate the budget before control agencies, the Legislature, and the Board.

Enforcement - Develop proactive recommendations for improvements in enforcement activities. Oversee the handling of enforcement cases and the processing of complaints, investigations, prosecutions, and disciplinary actions performed by Board personnel, the Office of the Attorney General, Department of Consumer Affairs' Division of Investigation, and the Office of Administrative Hearings. Ensure the Board's citation and fine programs are in compliance with its mandates and operates pursuant to Board policies and procedures.

Licensing - Oversee the processing of applications for licensure or registration of persons engaged in the practice of structural pest control and ensure staff provide proper guidance, ensuring only qualified applicants are issued licensure or registration. Manage and direct the Board's Continuing Professional Development (continuing education) program.

Examinations - Oversee the administration of examinations for providers of structural pest control services to ensure compliance with applicable statutes, regulations, and policies. Coordinate periodic occupational analyses and examination validation

studies. Monitor validity and defensibility of exams and provides appropriate recommendations for action.

20% (E) Administrative

Function as administrative agent for the Board; coordinate and manage all Board meetings; ensure that all meetings and hearings are noticed to the public and follows proper administrative procedures; ensure compliance with the Open Meetings Act; prepare agendas and minutes for all Board meetings; act as Board spokesperson at all meetings and hearings as delegated by the Board; coordinate and manage all Board communications; serve as liaison between Board, Committees, and staff; conduct orientation for new Board members; inform, advise and consult the Board on programs and activities administered by staff.

15% (E) Legislative and Regulatory

Identify the need for new legislation, recommend modification of existing statute or regulations to conform with Board policy, oversee and ensure compliance of all aspects of the legislative and rulemaking processes, prepare author's statements and fact sheets, testify before legislative Boards on the Board's behalf, advocate consumer protection, lobby on behalf of the consumer and the Board, and obtain authors of legislation as needed.

5% (E) Public Contact

Disseminate information concerning the Structural Pest Control Act, regulations and policies before professional associations, other governmental agencies and consumer groups; act as the Board's designated spokesperson when responding to inquiries from the media, state agencies and other interested groups; serve as the Board's liaison to a wide array of governmental and voluntary organizations; serve as liaison to professional organizations; participate and serve as Board's staff representative to various associations.

B. Supervision Received

The Registrar and Secretary serves under the administrative direction of the Board and reports directly to the Board President.

C. Supervision Exercised

The Registrar and Secretary is delegated the authority by the Board to provide leadership and oversight for all Board programs and activities. The Registrar and Secretary directly supervises the Assistant Executive Officer, and indirectly supervises a manager, analysts, structural pest control specialists and clerical staff.

D. Administrative Responsibility

The Registrar and Secretary is responsible for interpreting and executing the intent of all Board policies to the public and other governmental entities. The incumbent is responsible for determining and participating in making policy, formulating long-range programs and objectives, and reviewing implementation of programs and conformance with policies and objectives, for the integration and coordination of multiple functions.

E. Personal Contacts

The Registrar and Secretary has regular contact with all levels of Board staff, DCA Executive Management and staff, legislators, the Governor's Office, members of the public and members of the trade and industry groups.

F. Functional Requirements

No specific physical requirements are present. The Registrar and Secretary works in an office setting with artificial light and temperature control. Daily access to and use of a personal computer and telephone are essential. Sitting and standing requirements are consistent with office work. This position requires travel including overnight travel by all available transportation methods.

G. Other Information

The Registrar and Secretary must possess sound management, organizational and administrative skills, and good communication skills both orally and in writing. In addition, the incumbent must use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, exercise tact while representing the Board, make effective use of time and resources available. The incumbent must also understand the legislative and regulatory mandates governing the administration of a regulatory board and be responsive to the Board's management and executive needs.

Fingerprinting - Title 11, section 703(d) California Code of Regulations (CCR) requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance to DCA's (CORI) procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

COI - This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

This position also requires the incumbent to take an Oath of Office prior to appointment.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Board President / Chairperson Signature

Date

Board President / Chairperson's Printed Name

Revised March 2022