

# Veterinary Medical Board

1747 N. MARKET BOULEVARD, SUITE 230, SACRAMENTO, CA 95834  
TELEPHONE: 916-515-5220 FAX: 916-928-6849 | WWW.VMB.CA.GOV



## NOTICE of TELECONFERENCE MEETING and AGENDA Veterinary Medical Board

### Board Members

Cheryl Waterhouse, DVM, President  
Richard Sullivan, DVM, Vice President  
Kathy Bowler  
Jennifer Loreda, RVT  
Judie Mancuso  
Jaymie Noland, DVM  
Mark Nunez, DVM  
Alana Yanez

Action may be taken on any item listed on the agenda and may be taken out of order.

The Veterinary Medical Board will meet via teleconference on  
**Thursday, March 8, 2018** at the following locations:

Waterhouse Animal Hospital  
1115 East Champlain  
Fresno, California

VCA Miller-Robertson Animal Hospital  
8807 Melrose Avenue  
West Hollywood, California

Western Riverside Animal Shelter  
6851 Van Buren Boulevard  
Jurupa Valley, California

Bay Cities Pet Hospital  
20447 Hawthorne Boulevard  
Torrance, California

Laguna Beach Community  
and Susi Q Senior Center  
380 Third Street  
Laguna Beach, California

Veterinary Medical Board  
1747 North Market Boulevard, Suite 230  
VMB Conference Room  
Sacramento, California

**Thursday, March 8, 2018 – 11:00 a.m. – 12:00 p.m.  
OR UNTIL COMPLETION OF BUSINESS**

1. Call to Order / Roll Call / Establishment of a Quorum
2. Introductions
3. Executive Officer (EO) Recruitment and Selection Process
  - A. Presentation from Office of Human Resources, Department of Consumer Affairs (DCA), on EO Recruitment and Selection Process
  - B. Discuss and Possible Action on Process for Recruitment and Selection of an EO
  - C. Discuss and Possible Action on Appointment of an EO Selection Committee
  - D. Review and Possible Action on Revised EO Duty Statement and Recruitment Announcement

4. Closed Session
  - A. Pursuant to Government Code Section 11126(a), the Board Will Meet in Closed Session to Discuss and Take Possible Action on the Selection Process and Appointment of an “Acting” or “Interim” EO
5. Return to Open Session
6. Report on Actions Taken in Closed Session
7. Public Comment on Items Not on the Agenda

*Note: The Board may not discuss or take action on any matter raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting. (Government Code Sections 11125, 11125.7(a).)*
8. Adjournment

This agenda can be found on the Veterinary Medical Board website at [www.vmb.ca.gov](http://www.vmb.ca.gov). Action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Board President and may be taken out of order. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Board prior to the Board taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Board, but the Board President may, at his or her discretion, apportion available time among those who wish to speak. Individuals may appear before the Board to discuss items not on the agenda; however, the Board can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125, 11125.7(a)).

The meeting locations are accessible to the physically disabled. A person who needs disability-related accommodations or modifications in order to participate in the meeting may make a request by contacting: Amanda Drummond (916) 515-5220, email: [Amanda.Drummond@dca.ca.gov](mailto:Amanda.Drummond@dca.ca.gov) or send a written request to the Board of Veterinary Medicine, 1747 N. Market Blvd., Suite 230, Sacramento, CA 95834. Providing your request at least five (5) business days prior to the meeting will help ensure availability of the requested accommodations. TDD Line: (916) 326-2297.

**MISSION**

The mission of the Veterinary Medical Board is to protect consumers and animals by regulating licensees, promoting professional standards and diligent enforcement of the practice of veterinary medicine.

# **VETERINARY MEDICAL BOARD DUTY STATEMENT**

## **EXECUTIVE OFFICER 635-110-8879-003 Exempt Level O**

The Executive Officer (EO) is responsible for the overseeing all aspects of the regulation of veterinary medicine in the State of California. The oversight includes the licensure and registration of Veterinarians, Registered Veterinary Technicians, and Veterinary Premises; the enforcement of the Veterinary Medical Practice Act and the development and supervision of examinations for Veterinarians and Registered Veterinary Technicians. In addition, the EO has responsibility for interpreting and executing the intent of all Board policies to the public and to other governmental agencies.

The EO functions as operations officer for management of the Board's resources and staff and directly supervises the Assistant Executive Officer. In addition, the EO indirectly supervises all civil service staff as well as two licensed veterinary consultants and six hospital inspectors. The EO reports directly to the Veterinary Medical Board President and also works collaboratively with the Director of the Department of Consumer Affairs (DCA) to ensure that the protection the public and the priorities and mandates of the Board are accomplished as outlined in the California Veterinary Medicine Practice Act and the Board's Strategic Plan.

The specific responsibilities of the EO include the following:

Manages the Board's annual budget, based on prudent fiscal planning, through the development of expenditure and revenue projections and analysis. Develops long term fiscal and budgetary goals and strategies to ensure that the Board's budget is financially and structurally sound.

Establishes personnel policies and long term plans that include staff development, recruitment and retention, secession planning, harassment and injury prevention, and training.

Directs the Board's enforcement activities, including evaluating and directing investigation of complaints against licensees, initiating administrative or criminal litigation.

In collaboration with the Office of the Attorney General, represents the Board in formal administrative actions as chief subject matter expert, custodian of records and complainant in litigation.

Veterinary Medical Board  
Executive Officer

Develops industry-specific disciplinary guidelines and participating in settlement discussions and developing viable stipulations based on those guidelines, and implementing judicial decisions and recommendations.

Prepares and analyzes legislative proposals, represents the Board before the California State Legislature and testifies at Senate and Assembly committee and subcommittee hearings.

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

Develops and administers occupationally relevant and up to date licensing examinations for both Veterinarians and Registered Veterinary Technicians.

Plans and directs public meetings and hearings for the Board and its legislative mandated committees (Multi Disciplinary Advisory and Diversion Evaluation) to ensure that the Board goals and objectives are met and that Open Meetings Act laws are followed.

Acts as the Board's main representative to ensure that information and education is accurately and promptly disseminated to the public, media, regulated industry, DCA Administration, Legislature, state and national professional associations, law enforcement agencies, and other government organizations.

Serves as the Board's liaison to a wide array of governmental and voluntary organizations; serves as liaison to professional organizations; participates and serves as Board's staff representative to various associations.

(Rev 7/2013)

<b>Exempt Employee's Name</b>	
<b>Classification Title</b> Executive Officer	<b>Board / Bureau / Commission / Committee</b> Veterinary Medical Board
<b>Exempt Level / Salary Range</b> M / \$7,752.00 - \$8,635.00	<b>Geographic Location</b> Sacramento
<b>Position Number</b> 635-110-8879-003	<b>Effective Date of Appointment</b>

**General Statement:** Under the general direction and leadership of the 8-member Board and its Executive Committee, the Executive Officer of the Board functions as operations officer for management of the Board's resources and staff. The management includes the licensure registration, and permitting of Veterinarians, Registered Veterinary Technicians, Veterinary Assistant Controlled Substances Permit holders, and Veterinary Premises; the enforcement of the Veterinary Medicine Practice Act and the development and supervision of examinations for Veterinarians and Registered Veterinary Technicians. The Executive Officer is further responsible for interpreting and executing the intent of all Board policies to the public and to other governmental agencies. This position is an at-will position and the incumbent serves at the pleasure of the Board. These duties include, but are not limited to, the following:

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

**25% (E) Program Management**

Act as the principal operations officer for the Board. Responsible for overseeing all activities of the Enforcement, Licensing, Examination and Administrative Programs, including the development and implementation of staff performance standards and measures. Establish personnel policies and long-term plans that include staff development, recruitment and retention, secession planning, harassment and injury prevention, and training. Maintain an awareness of existing and emerging issues that potentially may affect the regulatory environment for licensees and communicates such issues with appropriate recommendations to the Board. Manage the Board's annual budget, based on prudent fiscal planning, through the development of expenditure and revenue projections and analysis. Develop long term fiscal and budgetary goals and strategies to ensure that the Board's budget is financially and structurally sound. Participate in the development and negotiation of Requests for Proposals and contracts for professional services, consultants and facilities.

**20% (E) Policy Consultant**

Act as a consultant to the Board and the Multidisciplinary Advisory Committee on policy development and implements the Board's policies. Participate in development of philosophy, mission, vision, values, goals and objectives and implement the Board's goals and objectives and action plan. Act as the liaison between Board and staff. Provide orientation for newly appointed Board members. Ensure meetings are scheduled, noticed and recorded and meeting minutes are printed and approved. Advise members on legal requirements (annual filing, conflict of interests, open meetings, etc.). Ensure Board members follow Board administrative policies and

procedures. Perform other duties and functions as directed by the President of the Board.

**20% (E) Enforcement**

Direct the Board's enforcement activities, including evaluating and directing investigation of complaints against licensees, and initiating administrative or criminal litigation. Interpret and ensure compliance with the California Veterinary Medicine Practice Act, authorize legal action against violators of the Act, and carry out the Board's enforcement policies. Provide program direction, review, file and sign accusations, participate in settlement conferences, approve recommended stipulations for the Board, authorize disciplinary actions to go to hearing, and ensure policies and procedures in the Administrative Procedures Act are followed. Oversee citation program and issue decisions on informal conferences. In collaboration with the Office of the Attorney General, represents the Board in formal administrative actions as chief subject matter expert, custodian of records and complainant in litigation. Act as liaison with the Chief, Division of Investigation (DOI), and other state and national regulatory authorities regarding the enforcement of the California Veterinary Medicine Practice Act. Coordinates and oversees the interstate disciplinary reporting system.

**15% (E) Examination and Licensing**

Responsible for the Board's examination and licensing programs. Develop and administer occupationally relevant and up to date licensing examinations for both Veterinarians and Registered Veterinary Technicians. Approve examination administration policies and procedures. Responsible for approving all conditions of access to licensee or candidate files. Develop and recommend policies for foreign and out-of-state applicants. Responsible for the review and accreditation of curriculum for Registered Veterinary Technician programs and continuing professional development providers.

**10% (E) Legislation, Regulations, Policy and Procedures**

Direct the Board's legislative and regulation programs which includes recommending modification of legislation to align with the policies, programs, or professional practice issues; identify the need for new legislation and acts to support or oppose legislation; testifies, and negotiates before the Legislature at policy hearings. Develop, submit, and implement regulations adopted by the Board in compliance with the Administrative Procedures Act and legislatively mandated standards.

**10% (E) Board Liaison**

Act as the Board's main representative to ensure that information and education is accurately and promptly disseminated to the public, media, regulated industry, DCA Administration, Legislature, state and national professional associations, law enforcement agencies, and other government organizations. Serve as the Board's liaison to a wide array of governmental, professional, and voluntary organizations. Implement the Board's disaster response procedures, when necessary. Maintain positive working relationships with the DCA and other state agencies.

**B. Supervision Received**

The Executive Officer serves under the administrative direction of the Board and reports directly to the Board President.

**C. Supervision Exercised**

The Executive Officer is delegated the authority by the Board to provide leadership and oversight for all Board programs and activities. The EO functions as operations officer for management of the Board's resources and staff and directly supervises all program managers. In addition, the EO indirectly supervises all civil service staff as well as licensed veterinary consultants and hospital inspectors.

**D. Administrative Responsibility**

The Executive Officer is responsible for all administrative and fiscal functions and aspects of the Board.

**E. Personal Contacts**

The Executive Officer has regular contact with all levels of Board staff, DCA Executive Management and staff, legislators, the Governor's Office, Business Consumer Services and Housing Agency, various state agencies, members of the public and members of the trade and industry groups.

**F. Functional Requirements**

No specific physical requirements are present. The Executive Officer works in an office setting with artificial light and temperature control. Regular attendance is essential. 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 frequent travel including overnight travel by all available transportation methods.

**G. Other Information**

Title 11, section 703 (d) of the California Code of Regulations 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 with 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.

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

Additionally, this position is subject to the DCA's Conflict of Interest Code (16 CCR § 3830) and the incumbent must file a Statement of Economic Interests Form upon appointment, annually, and upon separation.

**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**

Veterinary Medical Board  
Executive Officer Duty Statement

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

**Reviewed and adopted by the Board at (DATE) Board meeting**





**VETERINARY MEDICAL BOARD  
INVITES APPLICATIONS FOR THE POSITION OF  
EXECUTIVE OFFICER  
635-110-8879-003  
\$7,752.00 – \$8,635.00 (per month)**

The mission of the Veterinary Medical Board is to protect consumers and animals through development and maintenance of professional standards, licensing of veterinarians, registered veterinary technicians, veterinary assistant controlled substance permit holders, and veterinary premises, and diligent enforcement of the Veterinary Medicine Practice Act.

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 8-member Board for planning, organizing, and directing the activities of the Board in areas of Examination, Licensure, Enforcement, Hospital Inspection, and Administration. The Executive Officer enforces the overall policies established by the Board relating to its programs, under the authority of Business and Professions Code section 4804.5.

**Desirable Qualifications and Experience:**

- Familiar with the laws and rules pertaining to the licensure, practice, and education of licensed veterinarians and registered veterinary technicians;
- Knowledge of current consumer issues facing the Board, the Veterinary Medicine Multidisciplinary Advisory Committee, and the licensed professions;
- Ability to effectively negotiate and/or communicate, verbally and in writing, with all levels of individuals. Demonstrating the ability to be a leader, innovator and motivator, using tact and persuasiveness in achieving results;
- Administrative experience, including, but not limited to, the ability to prepare, understand, and work with a government budget/fiscal environment, develop regulations and 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, work well under pressure, meet deadlines, and possess strong organizational, supervisory and leadership capabilities;
- Enforcement experience, processing complaints, monitoring investigations, keeping abreast of hearings on disciplinary matters, etc.;
- Legislative or lobbying experience and/or coordination and testifying before legislative committees;
- Experience communicating with all levels of individuals, including government officials, the public, stakeholders, and media, and testifying in court;
- Experience working with and presenting before a large organizational or governmental structure, including state and national associations.
- A baccalaureate degree from an accredited college or an advanced or professional degree in public policy, administration, political science, or related field preferred;

**Special Requirements:**

### Conflict of Interest Filing

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

### **Interested Persons Must Submit the Following:**

- 1) A [number of pages] page Statement of Qualifications that specifically addresses the desirable qualifications and experience outlined above;
- 2) A State application ([Std 678](#)); and
- 3) A resume/curriculum vitae.

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

Department of Consumer Affairs  
Office of Human Resources  
1625 N. Market Blvd., Suite N-321  
Sacramento, CA 95834  
Attn: **Nicole Le**

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.

Application packages may also be submitted electronically via CalCareers at [www.jobs.ca.gov](http://www.jobs.ca.gov) for Job Control (JC) [JC number]. 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 [30 days from release date], 2018.**

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 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.

For further information or questions, please contact Nicole Le, Department of Consumer Affairs, Office of Human Resources at (916) 574-8306 or via email at [Nicole.le@dca.ca.gov](mailto:Nicole.le@dca.ca.gov).

The State of California and Department of Consumer Affairs 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.