

Attachment F

V. ORGANIZATION: TABLE 12		LIST OF	
KEY FUNCTIONS/STRATEGY	# of Budgeted FTE (Latest Fiscal Year)	# of Actual FTE as of 2.29.16(latest fiscal year)	Actual Expenditures as of 2.29.16
STAFF: Team Leader - Provide decision making authority for multiple administrators and provide team direction to a staff with direct oversight of mandatory requirements, rule and regulations, budget management. Manage resources including finances, staff and equipment. Provide guidance and advice for leadership decisions. Provide administrative oversight and direction to assure efficient board operations for multiple boards and quality customer service for the division.	\$ 0.5	\$ 0.2	
BUS OPS SPEC-A: To provide written recommendations to the Program Manager, Compliance Committees - regarding procedures in place and existing rules governing the compliance of several licensing Boards. Deals with setting up all hearings and is first line of contact between Board and Hearing Officer for each case. Continues to provide an efficient hearing process ensuring all madatory deadlines are met during the complaint process.		\$ 0.1	
BUS OPS SPEC-A: Board Administrator - : Manage all activities for multiple boards. Provide efficient licensing, compliance, and regulatory services, to protect the public by ensuring that licensed professional are qualified to practice. The Board Administrator position provides administrative, fiscal, licensing examination and disciplinary oversight and direction to assure efficient board operations for multiple boards and quality customer service	\$ 1.0	\$ 1.0	
COURT, MUNCI/LIC CLK-A: Provide efficient licensing, compliance, and regulatory services, to protect the public by ensuring that licensed professional are qualified to practice. This licensing specialist position provides efficient administrative support for multiple boards and quality customer service. Open & distribute mail; Assist customers on the phone and in person; prepare & review initial licensing files; prepare and process renewals; generate listing and labels; process all forms of negotiable funds; responsible for filing, archiving preparing correspondence; monitor and maintain the inventory supply.		\$ 1.0	
COURT, MUNCI/LIC CLK-A: Provide efficient licensing, compliance, and regulatory services, to protect the public by ensuring that licensed professional are qualified to practice. This licensing specialist position provides efficient administrative support for multiple boards and quality customer service. Open & distribute mail; Assist customers on the phone and in person; prepare & review initial licensing files; prepare and process renewals; generate listing and labels; process all forms of negotiable funds; responsible for filing, archiving preparing correspondence; monitor and maintain the inventory supply.	\$ 1.0		

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<p>LGL, SUP WKR, AO-A: Inspector - Inspection of Board licensed establishments throughout the State. To provide written recommendations to the Program Manager and Compliance Committee regarding procedures in place and existing rules governing the compliance of several licensing Boards.</p>	\$ 0.2		
<p>OFFICE & ADMIN SUP-O: Customer Service Representative - The purpose of the Boards and Commissions Division is to provide efficient licensing, compliance and regulatory services, to protect the public by ensuring that licensed professionals are qualified to practice. The Call Center is to provide the public and licensees with professional and courteous assistance and information for all Boards and Commissions within the Division.</p>		\$ 0.1	
<p>COMPLIANCE OFFICE-O: To provide written recommendations to the Program Manager, Compliance Committees - regarding procedures in place and existing rules governing the compliance of several licensing Boards.</p>		\$ 0.3	
<p>BUS OPS SPEC-O: Administrative Assistant - The purpose of the Boards and Commissions Division is to provide efficient licensing, compliance, and regulatory services, to protect the public by ensuring that licensed professional are qualified to practice. This position is required to manage & meet multiple and conflicting deadlines; prepare board minutes, in a manner that makes it easy for the reader to understand and be fully informed and oversee the administrative functions and activities of the licensing board; coordinating meetings and hearings – dates, times, and locations to accommodate board members and the public comply with the Open Meetings Act; direct the preparation of travel vouchers, purchase orders, O/S travel, contracts and daily deposits; manage and improve the licensing procedure to ensure accurate and efficient tracking of applications to ensure compliance with licensing requirements; create procedures to streamline tasks, and assist Board Administrator.</p>	\$ 1.0	\$ 1.0	
TOTAL	\$ 3.7	\$ 3.7	\$ 132,248.33