



# TELECONFERENCE BOARD MEETING NOTICE AND AGENDA

The Speech-Language Pathology & Audiology & Hearing Aid Dispensers Board (Board) will hold a Board Meeting via teleconference in accordance with Government Code section 11123, subdivision (b), and via WebEx Events on

**Friday, November 1, 2024, beginning at 12:00 – 1:00 p.m.**

### TELECONFERENCE LOCATIONS FOR OBSERVATION AND PUBLIC COMMENT:

*Board Office  
1601 Response Road  
Suite 260 (2<sup>nd</sup> Floor)  
Sacramento, CA 95815  
(916) 287-7915*

*Geleris Family Education Center  
427 W. Carroll Avenue  
Room 2  
Glendora, CA 91741  
626-335-0611*

*HearingLife  
714 West Lodi Avenue  
Lodi, CA 95240  
209-333-0338*

*Law Office of Scott Warmuth  
17700 Castleton St. #168  
City of Industry, CA 91748  
888-517-9888*

*Los Angeles General Medical Center  
Audiology, Physical Medicine and  
Rehabilitation Services Department  
1100 N State St.,  
Clinic Building A, Room A2E  
Los Angeles, CA 90033  
323-409-6303*

*Richard A Pitman VA Clinic  
Department of Veterans Affairs  
Northern California Health Care System-Stockton  
Audiology and Speech Pathology Services  
6505 South Manthey Road  
4th Floor Conference Room 4A-103  
French Camp, CA 95231  
209-946-3400*

### IMPORTANT NOTICE TO THE PUBLIC:

The Board will hold this public meeting via WebEx, to observe and participate from a remote location, please log on to WebEx (Instructions to connect to this meeting can be found at the end of this agenda). To participate in the WebEx Events meeting, please log on to the following websites each day of the meeting:

**Friday, November 1, 2024, WebEx Link, beginning at 12:00 p.m.:** If accessing by computer or online: <https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m0d47e18a2fb07a2f5e47d59fc088b447>  
If accessing by phone: Dial +1-415-655-0001 US Toll, Access code: 2492 360 4890, Passcode: 75724232

Members of the public may, but are not obligated to, provide their names or personal information as a condition of observing or participating in the meeting. When signing into the WebEx platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier, such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make a public comment. Participants who choose not to provide their email address may utilize a fictitious email address in the following sample format:  
XXXXXX@mailinator.com

To observe the meeting without the ability to provide public comment, a live stream of the Board Meeting will available during each day of the meeting at <https://thedcapage.blog/webcasts/>.

Due to potential technical difficulties, please consider submitting written comments by 5:00 pm, Wednesday, October 30, 2024, to [speechandhearing@dca.ca.gov](mailto:speechandhearing@dca.ca.gov) for consideration.

**Action may be taken on any agenda item. Items may be taken out of order to facilitate the effective transaction of Board business.**

***Friday, November 1, 2024, beginning at 12:00 p.m.***

**Board Members**

Gilda Dominguez, Speech-Language Pathologist, Board Chair  
Amy White, Dispensing Audiologist, Vice Chair  
Tod Borges, Hearing Aid Dispenser  
Karen Chang, Public Member  
Tamara Chambers, Otolaryngologist, Public Member  
John Dandurand, Hearing Aid Dispenser  
Charles Sanders, Dispensing Audiologist  
VACANT, Public Member  
VACANT, Speech-Language Pathologist

**Full Board Meeting Agenda**

**OPEN SESSION**

1. Call to Order / Roll Call / Establishment of Quorum
2. Public Comment for Items Not on the Agenda (*The Board may not discuss or take any action on any item 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))*)
3. Executive Officer (EO) Recruitment and Selection Process
  - a. Presentation from Department of Consumer Affairs (DCA), Office of Human Resources on EO Recruitment and Selection Process
  - b. Discussion and Possible Action on Process for Recruitment and Selection of an EO
  - c. Review and Possible Action on Revised EO Duty Statement and Recruitment Announcement
  - d. Discussion and Possible Action on Appointment of an EO Selection Committee

**CLOSED SESSION**

4. The Board Will Meet in Closed Session Pursuant to Government Codes Section 11126(a)(1) to Discuss and Take Possible Action on the Selection Process and Appointment of an "Acting" or "Interim" EO.
5. Pursuant to Government Code Section 11126(c)(3), the Board will Meet in Closed Session to Discuss Disciplinary Matters Including Proposed Decisions, Stipulated Decisions, Defaults, Petitions for Reductions in Penalty, Petitions for Reconsideration, and Remands.

**OPEN SESSION**

6. Report on Actions Taken During Closed Session Regarding Acting on an Interim EO Appointment
7. Discussion and Possible Action to Review, Consider and Ratify Amended Regulations Regarding Advertising for Hearing Aid Dispensing as stated in Title 16, CCR sections 1399.127

## 8. Adjournment

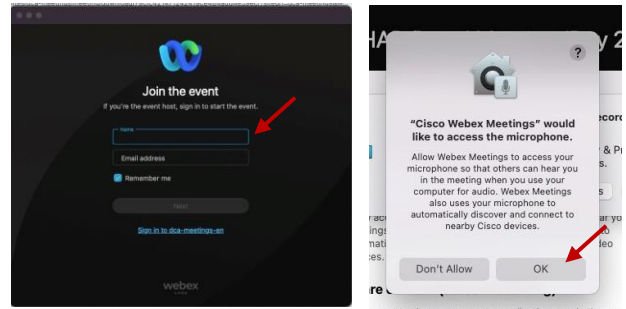
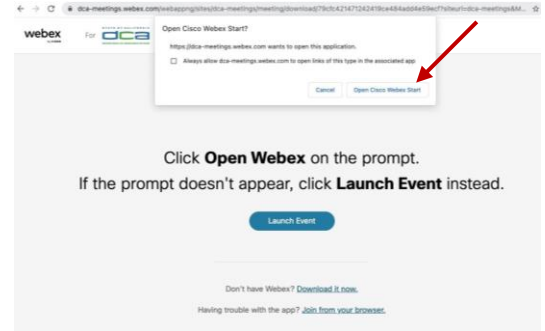
Agendas and materials can be found on the Board's website at [www.speechandhearing.ca.gov](http://www.speechandhearing.ca.gov).

*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 Chair 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. In the event a quorum of the board is unable to attend the meeting, or the board is unable to maintain a quorum once the meeting is called to order, the members present may, at the Chair's discretion, continue to discuss items from the agenda and make recommendations to the full board at a future meeting. Adjournment, if it is the only item that occurs after a closed session, may not be webcast.*

*The meeting facility is accessible to persons with a disability. Any person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting the Board office at (916) 287-7915 or making a written request to Cherise Burns, Assistant Executive Officer, 1601 Response Road, Suite 260, Sacramento, California 95815. Providing your request at least five (5) business days before the meeting will help ensure availability of the requested accommodation.*

## If joining using the meeting link

- 1 Click on the meeting link. This can be found in the meeting notice you received.
- 2 If you have not previously used Webex on your device, your web browser may ask if you want to open Webex. Click "Open Cisco Webex Start" or "Open Webex", whichever option is presented. DO NOT click "Join from your browser", as you will not be able to participate during the meeting.
- 3 Enter your name and email address\*. Click "Join as a guest". Accept any request for permission to use your microphone and/or camera.

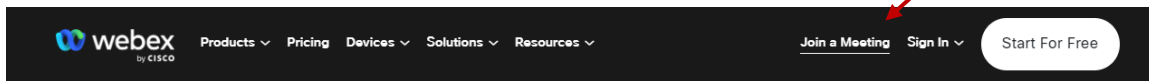


\* Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative, and a fictitious email address like in the following sample format: XXXXX@mailinator.com.

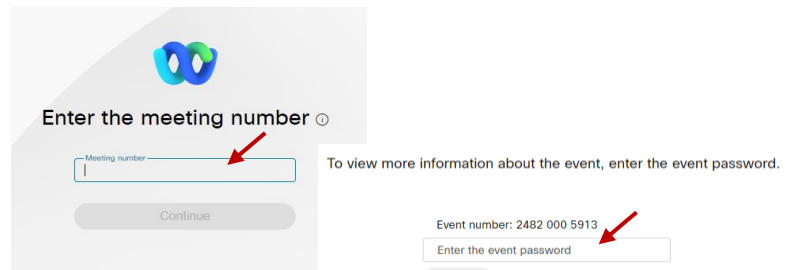
OR

## If joining from Webex.com

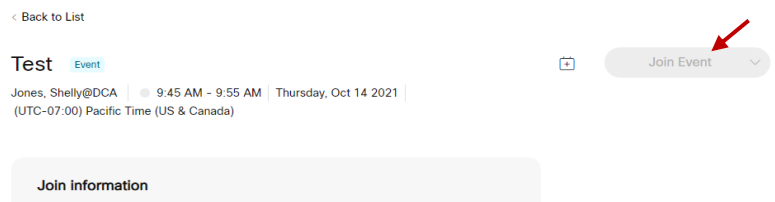
- 1 Click on "Join a Meeting" at the top of the Webex window.



- 2 Enter the meeting/event number and click "Continue". Enter the event password and click "OK". This can be found in the meeting notice you received.



- 3 The meeting information will be displayed. Click "Join Event".



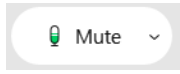
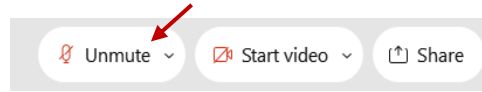
OR

## Connect via telephone\*:

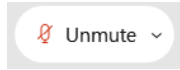
You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

### Microphone

Microphone control (mute/unmute button) is located on the command row.

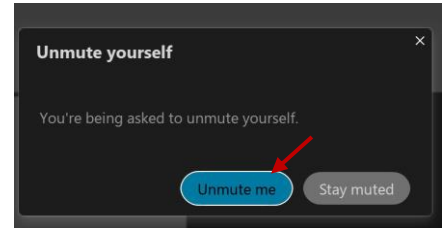


Green microphone = Unmuted: People in the meeting can hear you.



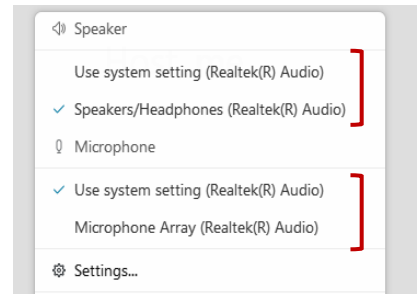
Red microphone = Muted: No one in the meeting can hear you.

*Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator enables their microphone at which time the attendee will be provided the ability to unmute their microphone by clicking on "Unmute Me".*



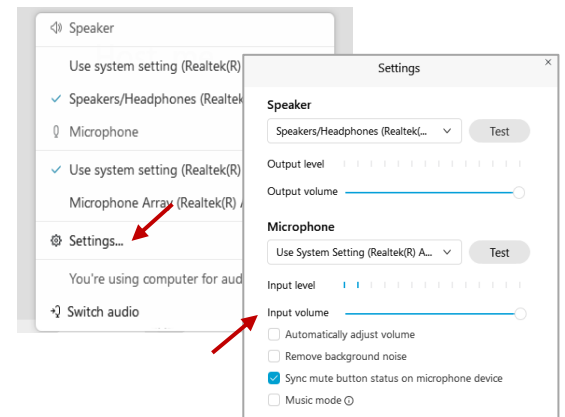
### If you cannot hear or be heard

- 1 Click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window, select a different:
  - Microphone option if participants can't hear you.
  - Speaker option if you can't hear participants.



### If your microphone volume is too low or too high

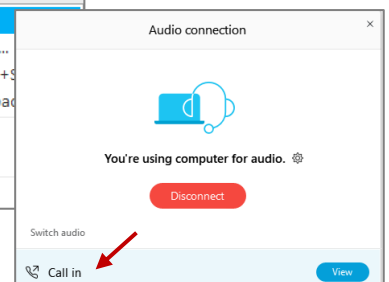
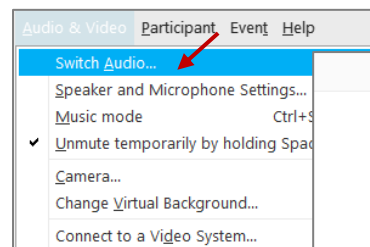
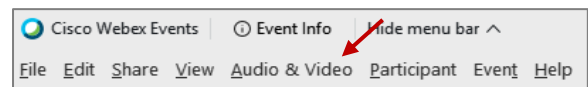
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
  - Click on "Settings...":
  - Drag the "Input Volume" located under microphone settings to adjust your volume.



### Audio Connectivity Issues

If you are connected by computer or tablet and you have audio issues or no microphone/speakers, you can link your phone through Webex. Your phone will then become your audio source during the meeting.

- 1 Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
- 3 Select the "Call In" option and following the directions.



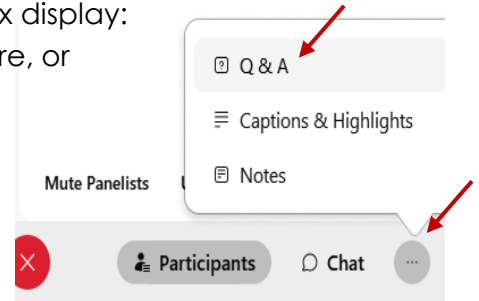
The question-and-answer (Q&A) and hand raise features are utilized for public comments.

*NOTE: This feature is not accessible to those joining the meeting via telephone.*

### Q&A Feature

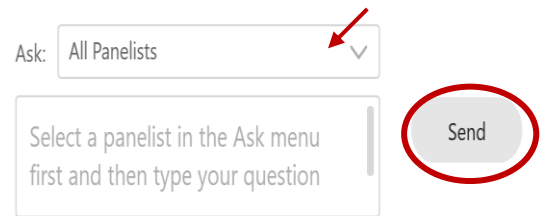
1 Access the Q&A panel at the bottom right of the Webex display:

- Click on the icon that looks like a “?” inside of a square, or
- Click on the 3 dots and select “Q&A”.



2 In the text box:

- Select “All Panelists” in the dropdown menu,
- Type your question/comment into the text box, and
- Click “Send”.



OR

### Hand Raise Feature

- 1
- Hovering over your own name.
  - Clicking the hand icon that appears next to your name.
  - Repeat this process to lower your hand.

If connected via telephone:

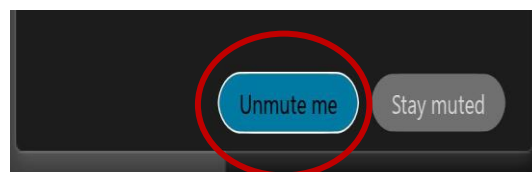
- Utilize the raise hand feature by pressing \*3 to raise your hand.
- Repeat this process to lower your hand.

### Unmuting Your Microphone



The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

- Click the **Unmute me** button on the pop-up box that appears.

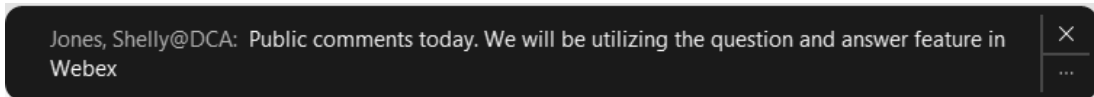


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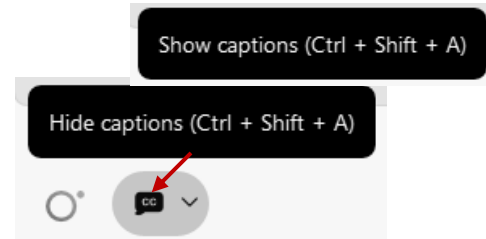
If connected via telephone:

- Press \*3 to unmute your microphone.

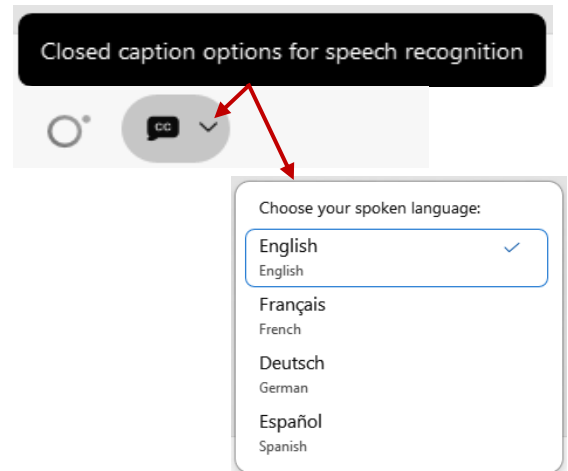
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



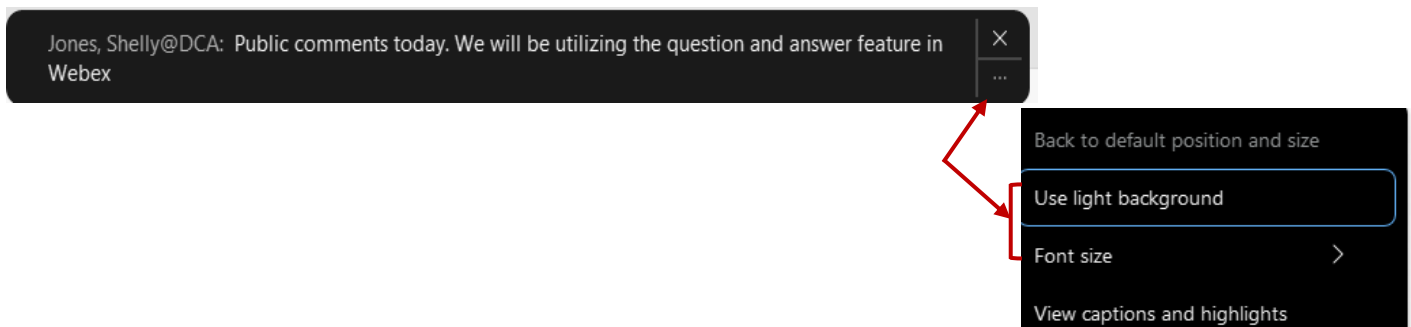
The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.



You can select the language to be displayed by clicking the drop-down arrow next to the closed captioning icon.



You can view the closed captioning dialog box with a light or dark background or change the font size by clicking the 3 dots on the right side of the dialog box.





# MEMORANDUM

DATE	October 24, 2024
TO	Speech-Language Pathology and Audiology and Hearing Aid Dispensers Board
FROM	Gilda Dominguez, Board Chair
SUBJECT	Agenda Item 3: Executive Officer (EO) Recruitment and Selection Process

## **Background**

After 10 years of service to the Board, Paul Sanchez obtained a promotional position with another State agency and vacated the position of Executive Officer of the Board on October 15, 2024. Cherise Burns, Assistant Executive Officer, has the legal authority to act in the absence of the Executive Officer, and has assumed the leadership and enforcement related functions of the Board since the separation.

Cherise Burns and I have worked in coordination with the DCA Office of Human Resources (OHR) to gather information on the necessary steps to recruit and select a new EO and bring draft documents for use in the EO recruitment process to the Board for its consideration.

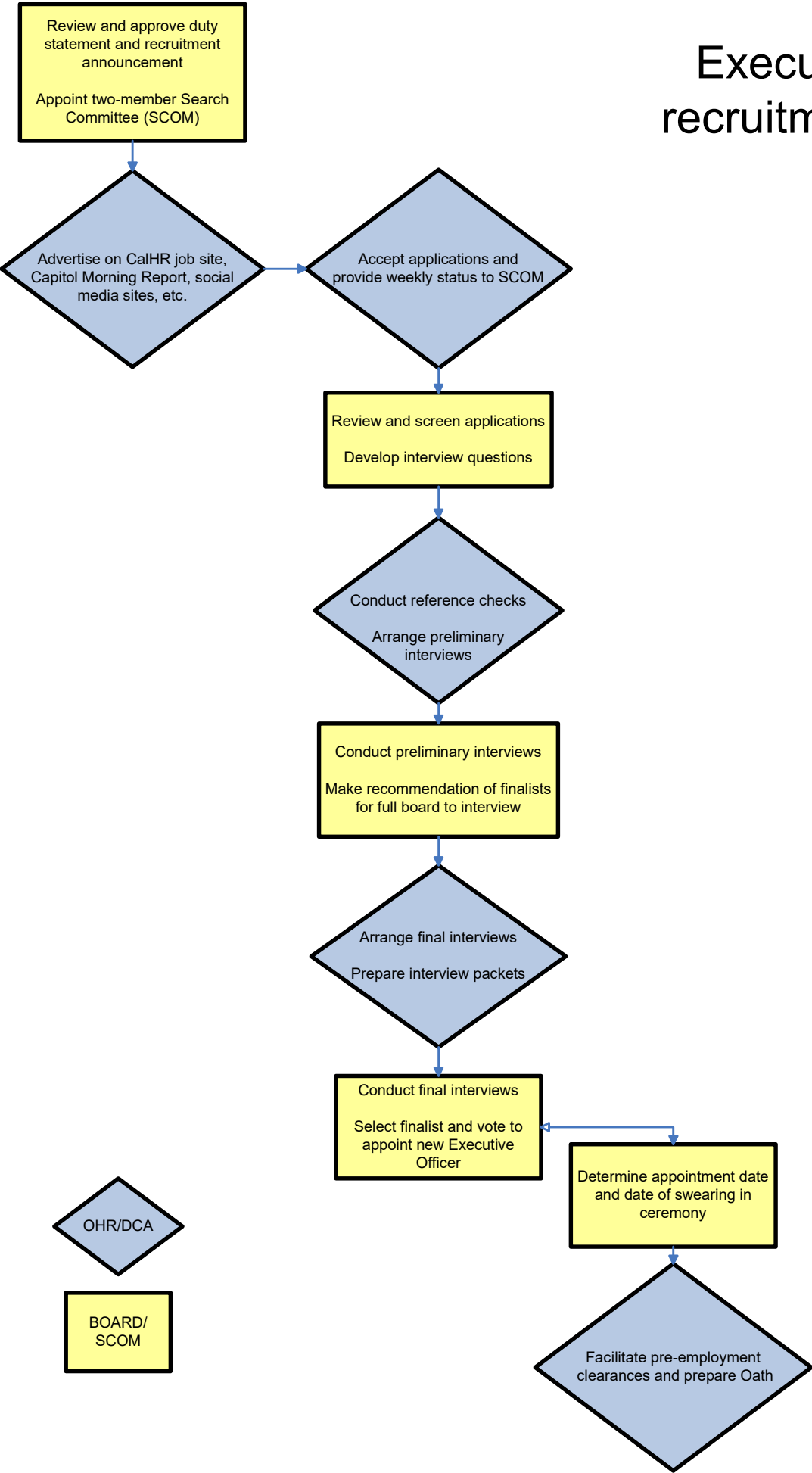
## **Action Requested**

With the guidance of the OHR staff, the Board is asked to review, edit as necessary, and approve the draft Executive Officer duty statement and recruitment announcement, and appoint an ad-hoc two-member EO Search Committee to facilitate the EO Recruitment Process with OHR.

- Attachment A: EO Recruitment Flowchart
- Attachment B: Draft EO Duty Statement
- Attachment C: Draft EO Recruitment Announcement



# Executive Officer recruitment process



## Department of Consumer Affairs

### Exempt Position Duty Statement

HR-041E (new 1/2015)

<b>Exempt Employee's Name</b>	
<b>Classification Title</b> Executive Officer	<b>Board / Bureau / Commission / Committee</b> Speech-Language Pathology and Audiology and Hearing Aid Dispensers Board
<b>Exempt Level / Salary Range</b> N / \$9,051 - \$10,085	<b>Geographic Location</b> Sacramento
<b>Position Number</b> 643-110-8993-001	<b>Effective Date of Appointment</b>

#### **General Statement:**

Under the administrative direction and leadership of the nine-member Speech- Language Pathology and Audiology and Hearing Aid Dispensers Board (Board), the Executive Officer serves at the pleasure of the Board and is responsible for carrying out the mission and policies of the Board. The Executive Officer is the chief administrative officer of the Board, managing the Board's resources and staff to ensure all functions performed by the Board promote the primary mission of protecting the public's health, safety, and welfare through ensuring the competency and qualifications of providers of speech-language pathology, audiology, and hearing aid dispensing services. 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. The responsibilities include:

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

##### **50% (E) Program Management to Execute Board Policy:**

Understands and complies with the overall policies, laws, and regulations of the Board and implements Board policies throughout the management of the Enforcement Program, Licensing Program, and Administrative Programs. Ensures that all Board efforts lead toward the successful accomplishment of Board goals.

Maintains an effective and efficient Enforcement Program which protects consumers of speech and hearing 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 (25%).

Maintains effective and efficient Licensing and Administrative Programs which ensures that competent and qualified individuals are licensed and renewed for licensure with the Board. Manages the Board's legislative program and efforts, including managing the Sunset Review process (20%).

Oversees the training and utilization of enforcement and examination experts, and oversees the utilization of Division of Investigation investigators, Deputy Attorneys Generals, and DCA legal staff. (5%).

##### **20% (E) Administrative Functions**

Acts as principal operations officer for the Board, plans, organizes and directs all Board administrative functions, including managing the Board's office; ensuring compliance with work guidelines and employee expectations as well as DCA policies and procedures; managing all personnel, including recruitment, orientation and training, staff development, supervision, and annual performance evaluation of the Board's staff; overseeing the

procurement and management of space, equipment, and supplies; keeping the Board apprised of budget developments, identifying needs for augmentation of the operating budget, and ensuring that all budget change proposals, finance letters, and other fiscal documents are accurate and support the Board's goals and mission (10%).

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 (5%).

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 (5%).

**15% (E) Legislation and Regulations**

Serves as the Board's primary legislative contact and advocate, 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 (5%).

Identifies, recommends, and as directed, seeks necessary changes to laws and regulations through proposed legislation and/or the Office of Administrative Law to address issues affecting consumers of speech and hearing services, the Board, licensees, and applicants (5%).

Develops and implements regulations adopted by the Board in compliance with the Administrative Procedures Act and legislatively mandated standards (5%).

**10% (E) Public Representative**

Serves as the chief media contact in representing the Board's actions and activities, and presents a professional and proactive image of the Board. Solicits and gives attention to problems and opinions posed by various stakeholder groups and individuals. Directs consumer outreach programs and public relations efforts (5%).

Represents the Board before the public and such bodies as the legislature, professional associations and health organizations, public interest groups, consumer and victims' groups, schools and educational institutions, and other entities which may be a stakeholder of the Board (5%).

**5% (E) Board Relations**

Functions as liaison between the Board, Board Committees, and Board staff, and keeps the Board informed of progress of Board programs on a regular basis. Serves as the administrative agent for the Board; providing administrative advice on issues the Board is considering and promptly responding to Board requests for information, preparing agendas for all quarterly Board meetings; ensuring the Board is provided with complete, clear, and accurate reports, minutes, and requested information in a timely manner. Acts as Board spokesperson at all meetings and hearings delegated by the Board. Creates professional and impartial relationships with Board members that maintain respect and trust and fosters openness and responsiveness to constructive suggestions or criticism.

**B. Supervision Received**

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

**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 Executive Officer directly supervises the Assistant Executive Officer and Special Investigator.

**D. Administrative Responsibility**

The Executive Officer has full delegation of authority over all policy, resource allocation, personnel and licensee disciplinary matters, including approval of legal documents such as Accusations, Statements of Issues, Stipulated Settlements, Interim Suspension Orders and others. The Executive Officer administers the provisions of the State Administrative Manual, and civil service laws and regulations.

**E. Personal Contacts**

The Executive Officer will have regular direct contact with members of the Board, licensees, applicants, DCA, Department of Finance, Legislature, and Business, Consumer Services and Housing Agency, and various employees from DCA and other agencies. The information exchanged may include sensitive/confidential information as well as information available through the Freedom of Information Act. The Executive Officer works directly with the Board's Chair and other Board Members, program staff, DCA staff and other state agencies. The Executive Officer is required to maintain a positive, professional working relationship with members of the industry, other state, and federal agencies, persons and entities regulated by the Board, and staff from the Board and DCA.

**F. Actions and Consequences**

Failure to perform duties adequately may delay licensing and enforcement actions which could result in a fiscal loss to the Board. Failure to properly ensure completion of Board responsibilities could result in the Board's inability to fulfill its mission-critical activities related to the regulation of the professions for the protection of the consumer public, and may result in direct patient harm and discredit to the Board.

**G. Functional Requirements**

The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week each year and may be required to work specified hours based on the business needs of the office. The incumbent works in an office setting, with artificial light and temperature control. The incumbent may spend 75%-85% of the working day using a personal computer. The position requires bending and stooping to retrieve files, walking, and occasional light lifting, up to 20-25 pounds. The ability to use a personal computer and telephone is essential. Regular attendance and punctuality are an essential part of this job. The incumbent is required to professionally and tactfully interact with the public and licensees, and use good judgment at all times. Travel is required to attend board and committee meetings held in various locations throughout California. Incumbent is required to travel by methods that are in the best interest of the State. Travel may be for one or several consecutive days.

**H. Other Information**

The incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, be responsive to Board needs, and represent the Board in a professional manner. The incumbent must also use strong interpersonal skills to support the achievement of the goals and objectives of the Board and maintain good working relationships with staff, governmental agencies and public entities, and Board stakeholders. This position has access to confidential or sensitive information related to consumers of Board services and/or employees of the Board. The individual occupying this position is expected to maintain the privacy and confidentiality of such information at all times.

Criminal Offender Record 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 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.*

Conflict of Interest:

*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 1, and within 30 days of leaving office.*

Oath of 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.)

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Employee's 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.

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Board President / Chairperson's Signature

Date

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Board President / Chairperson's Printed Name

**Revised: 11/2024**



Speech-Language Pathology and Audiology and Hearing Aid Dispensers Board  
**INVITES APPLICATIONS FOR THE POSITION OF  
EXECUTIVE OFFICER  
643-110-8993-001  
\$9,051 - \$10,085 (per month)**

The Speech-Language Pathology and Audiology and Hearing Aid Dispensers Board (Board) serves to protect the public by licensing and regulating the practices of speech-language pathology, audiology, and hearing aid dispensing which provides speech and hearing services to California consumers. The Board sets entry-level licensing standards, which includes examination requirements that measure the licensees' professional knowledge and clinical abilities that are consistent with the current demands for services of each respective field of practice. To ensure ongoing consumer protection, the Board enforces standards of professional conduct by investigating applicant backgrounds, investigating complaints against licensed practitioners and unlicensed providers, and taking disciplinary action whenever appropriate.

Consumer protection is at the forefront of the decisions that the Board makes every day. You will work among a knowledgeable workforce dedicated to: Accountability, Communication, Diversity, Integrity, Leadership, Service and Transparency while fostering an environment of collaboration, continuous learning, and creativity/innovation. Please visit <https://www.speechandhearing.ca.gov/> for more information.

The Board is looking for a talented and exceptional Executive Officer to take the helm of a high performing, hard-working, team-oriented, and diverse staff to support and carryout the mission of the Board. 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 Executive Officer manages the Board staff and is responsible for carrying out the policies of the Board and for planning, organizing, and directing the activities of the Board in areas of administration, enforcement, and licensure. The Executive Officer also serves as the liaison between the Board and stakeholders. The Executive Officer enforces the overall policies established by the Board relating to Board programs, under the authority of Business and Professions Code.

In all job functions, the Executive Officer is responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. The Executive Officer is expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

The Executive Officer is appointed by the Board and serves at its pleasure. The Executive Officer position is exempt from civil service and is 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:**

1. Experience working with diversity and demonstrated commitment to inclusivity; the experience shall include policy advisement or action, and affirming culture;
2. Administrative experience with government operations and processes, including legislation, regulations, budgeting, personnel, and equal employment opportunity;
3. Progressive experience with executive-level leadership, management, and problem-solving, especially past success in working on complex issues;
4. Experience establishing, promoting, and maintaining cooperative working relationships with representatives of all levels of government, the public and special interest groups;
5. Ability to think strategically and creatively, work well under pressure, and meet deadlines;
6. Ability to promote internal and external teamwork and cross-functional collaboration and communication in support of an organization's mission and goals;
7. 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;
8. A consultative approach to problem solving and the ability to facilitate coalition building; and
9. A baccalaureate degree from an accredited college or university.

**Special Requirements:**

Conflict of Interest Filing - This position is subject to Title 16, section 3830 of the California Code of Regulations, 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 1<sup>st</sup>, and within 30 days of leaving office.

Criminal Offender Record 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 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) Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- 2) Statement of Qualifications, not to exceed **three** pages, single-sided, that specifically addresses the Desirable Qualifications and Experience section;
- 3) A resume or curriculum vitae is required and must be included;
- 4) Minimum of three letters of professional reference;

### **Filing Instructions**

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

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

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](http://www.jobs.ca.gov) for Job Control (JC) **[TBD]**. 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 Date. **TBD - 14 days from date of posting****

For further information or questions regarding the position or application process, please contact Catherine Bachiller, Department of Consumer Affairs, Office of Human Resources at **(916) XXX-XXXX** or via email at OHR **Contact Email**.

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. You may direct any additional questions regarding reasonable accommodations or Equal Employment Opportunity (EEO) for this position to the Department's EEO Office at (916) 574-8280.

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.

# Hand Carry Item

Agenda Item 7:

Discussion and Possible Action to Review, Consider and Ratify Amended Regulations Regarding Advertising for Hearing Aid Dispensing as stated in Title 16, CCR sections 1399.127