



Board of Behavioral Sciences

# Memo

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**To:** Board Members

**Date:** October 22, 2020

**From:** Kim Madsen  
Executive Officer

**Telephone:** (916) 574-7841

**Subject: Personnel Update – October 2020**

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## **New Employees**

### **Staff Services Manager - Registration, Examination, and Cashiering Unit**

Effective September 1, 2020, Cynthi Burnett was promoted to Staff Services Manager of the Registration, Examination, and Cashiering Unit. Ms. Burnett previously served as the Board's Enforcement Analyst investigating Consumer Complaints. Ms. Burnett's background also includes experience in implementation of new laws affecting her program areas.

### **Staff Services Analyst Manager – Licensing Unit**

Effective September 1, 2020, Cassandra Kearney was promoted to Staff Services Manager of the Licensing Unit. Ms. Kearney previously served as the Board's Enforcement Analyst investigating Consumer Complaints. Ms. Kearney also previously served as the Board's legislation and regulation analyst.

## **Departures**

No departures since the August Board Meeting.

## **Vacancies**

The Board currently has eight (8) vacancies. Recruitment efforts to fill these vacancies are as follows:

### **Enforcement Analyst (2 positions)**

These positions investigate consumer complaints. The Board has submitted a request to refill both vacancies and is awaiting approval from Human Resources.

### **Staff Services Analyst / Registration, Examination & Cashiering**

This position functions as an Examination Analyst. This position is currently advertised. Once the filing date has passed the applications will be reviewed and qualified applicants will be interviewed.

Management Services Technician / Licensing

This position functions as the Licensed Professional Clinical Counselor Evaluator. The Board has submitted a request to fill this vacancy and is awaiting approval from Human Resources.

Management Services Technician / Registration, Examination & Cashiering

This position functions as an Examination Technician. Recruitment for this position will be initiated following Board management's review of the duty statement for this position.

Management Services Technician / Licensing

This position functions as a Licensed Marriage and Family Therapist Evaluator. The Board has submitted a request to fill this vacancy and is awaiting approval from Human Resources.

Office Technician (OT) / Discipline & Probation / Enforcement

Effective November 2, 2020, Lisa Santolin will join the Board's Discipline and Probation Unit. Ms. Santolin will serve as the Enforcement Technician supporting the Probation Monitors and Citation and Fine Analyst.

Office Technician (OT) / Administration

This position functions as the main receptionist for the Board. Recruitment for this position will be initiated following Board management's review of the duty statement for this position.