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To: Board Members

Date: May 9, 2014

From: Laurie Williams
Human Resources Liaison

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Subject: Personnel Update

New Employees:

The Board submitted to DCA Human Resources (OHR) hiring packets requesting to fill for the following positions. The Board acquired the positions through the Budget Change Proposal Fiscal Year 2014-15. The Board has received hiring approval from OHR to fill these positions prior to the beginning of the upcoming fiscal year.

- Staff Services Manager I (SSMI) - Enforcement Program – Effective May 12, 2014, Gina Bayless will join the Board as the new Staff Services Manager I and will be responsible for the management of the daily operations of the Consumer Complaint and Investigations Unit. The current Enforcement Manager, Pearl Yu will manage the Criminal Conviction and Probation Unit. Gina has a broad administrative background with over 18 years of experience in various regulatory board programs. She has extensive experience within the Enforcement program area. She will be transferring from the Board of Psychology (BOP) where she was an Enforcement Program Coordinator for 6 years. Prior to her employment with BOP, she also worked approximately 13 years for the Veterinary Medical Board in a variety of positions in their Enforcement Program.
- Management Services Technicians – (2) Full-time & (1) Limited-Term (2-year) – Licensing Unit - These staff members will be hired to assist in the application processes for the Marriage and Family Therapists and Licensed Clinical Social Work. The staff will provide assistance to alleviate the backlogs associated with the increased application volumes and processing times. The hiring manager has completed interviews for the 2 full-time vacancies and the following staff members will be joining the Board on May 19, 2014. The 2-year limited-term vacancy will be filled in the next few months.
 - Deborah McAdams will join the Licensing Unit as a Licensed Clinical Social Worker (LCSW) Evaluator. She is transferring to the Board from the Board of Accountancy where she acted as a Renewal Technician.
 - Leontyne Lyles will join the Licensing Unit as a Licensed Marriage and Family Therapist (LMFT) Evaluator. She currently works for the Contractors State Licensing Board as a Program Technician II and she is responsible for researching complaints against licensed and unlicensed contractors.

- Staff Services Analyst (SSA) – Enforcement Program – The SSA will act as an additional Subsequent Arrest Analyst and will independently conduct analysis of applicant background investigations. The analyst is also responsible for disciplinary case management. The hiring manager has completed the interviews for this vacancy and the Board anticipates a response from OHR to our request in the next week or so.

The Board hired two seasonal clerks effective March 10, 2014 to assist in the Cashiering and Enforcement Units. Heather Ito has been assigned to the Cashiering Unit and Andrea Corpus to the Enforcement Unit.

Effective June 2, 2014, Relena Amaro will transfer to the Board as an Office Technician in the Licensing Unit. She will act as the Licensing Educational Psychologists (LEP) Evaluator and will also function as a Licensing Support Technician. Relena is transferring to the Board from the Department of Motor Vehicles.

Departures:

No departures from the Board at this time.

Vacancies:

Staff Services Analyst (SSA) (full-time) in the Enforcement Unit: This vacancy is due to Angie Ramos-Zizumbo's departure. The SSA will function as a Subsequent Arrest Analyst in the Enforcement Unit. The hiring manager has completed interviews for this vacancy and is awaiting final hiring approval from OHR.

Office Technician (T) (full-time) in the Cashiering Unit: The request to fill this vacancy was withdrawn as Alicia Day rescinded her request to leave her employment with the Board. She will remain in her current cashiering position.