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То:	Board Members	Date:	August 12, 2020
From:	Laurie Williams Human Resources Liaison	Telephone:	(916) 574-7850
Subject:	Personnel Update – August 2020		

New Employees

<u>Staff Services Analyst / Consumer Complaint & Investigations Unit / Enforcement</u> – Effective July 31, 2020, John Hicks promoted to this position and is assigned to perform the duties of a Continuing Education (CE) Compliance Analyst. Mr. Hicks was employed by the Board to perform the duties of a Licensed Marriage and Family Therapist Intern Evaluator and School Liaison.

<u>Staff Services Analyst / Licensing</u> – Valarie Enloe promoted within the Licensing Unit as a Staff Services Analyst effective July 31, 2020. She will perform the duties of a Licensing and School Curriculum and Education Analyst. Ms. Enloe was a Management Services Technician evaluating Licensed Professional Clinical Counselor applications.

<u>Management Services Technician (MST) / Licensing</u> – Effective July 31, 2020, Kelly France joined the Board and is responsible for the evaluation of Licensed Clinical Social Workers (LCSW) applications. Ms. France is from the private sector although she does have prior state service as a seasonal clerk for the Department of Parks & Recreation.

<u>Office Technician (OT) / Criminal Conviction Unit / Enforcement</u> – Angelic Boutris transferred to the Board effective July 1, 2020. Ms. Boutris will function as an Enforcement Technician processing fingerprints and supporting the unit. Ms. Boutris was a Tax Technician I with the Department of Tax & Fee Administration.

<u>Associate Governmental Program Analyst / Consumer Complaint & Investigations Unit /</u> <u>Enforcement</u> – Julie Ruprecht promoted to this position effective August 3, 2020, she was an Exam Analyst for the Board. Ms. Ruprecht will review and investigate consumer complaints as well as oversee the Expert Reviewer Program.

Departures

Terri Jauregui retired from state service effective June 30, 2020. Ms. Jauregui functioned as an Exam Technician Analyst in the Examination Unit.

Raven Trammell separated from state service effective June 30, 2020 to pursue a career in the medical field. Ms. Trammell functioned as an Enforcement Technician in the Discipline & Probation Unit / Enforcement.

Mary Nunez will separate from state service effective August 14, 2020 as she is relocating out of state. Ms. Nunez functioned as a Discipline Analyst in the Discipline & Probation Unit / Enforcement.

Vacancies

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

<u>Staff Services Manager I / Licensing</u> – This manager oversees, monitors, assigns, and maintains the daily oversight of the Licensing Unit. The Board is reviewing candidate applications and will be scheduling interviews by the end of August 2020.

<u>Staff Services Manager I / Registration, Examination & Cashiering</u> – This manager oversees, monitors, assigns, and maintains the daily oversight of the new Registration, Examination & Cashiering Unit. The Board is reviewing candidate applications and will be scheduling interviews by the end of August 2020.

<u>Staff Services Analyst / Registration, Examination & Cashiering</u> – This position functions as an Exam Analyst. The Board has submitted a request to fill this vacancy and is awaiting approval from Human Resources.

<u>Management Services Technician / Licensing</u> – 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.

<u>Management Services Technician / Licensing</u> – This position functions as a Licensed Marriage and Family Therapist Intern Evaluator. The Board has submitted a request to fill this vacancy and is awaiting approval from Human Resources.

<u>Management Services Technician / Registration, Examination & Cashiering</u> – This position functions as an Examination Evaluator. The Board will be submitting a request to refill this vacancy in the coming month.

<u>Office Technician (OT) / Discipline & Probation / Enforcement</u> – This position functions as an Enforcement Technician to assist the unit. The hiring manager is reviewing candidate applications received and will be scheduling interviews in the coming weeks.

<u>Office Technician (OT) / Administration</u> – This position functions as the main receptionist for the Board. The request to fill this vacancy will be submitted to OHR to begin the recruitment in the coming month.