

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Executive Director

Class Code: 61042

Pay Grade: GJ

A. Purpose:

Directs and administers professional and occupational licensing board programs under state and federal guidelines by interpreting laws and rules, granting licenses, and investigating complaints to ensure compliance with statutory requirements in order to protect the safety and health of the public.

B. Distinguishing Feature:

The Executive Director typically supervises a licensing and inspection program by preparing and administering examinations; issuing, denying, or revoking licenses; inspecting installations; and investigating all complaints under the direction of a board or commission.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Interprets, implements, and administers federal and state statutes and administrative rules to ensure compliance and protect consumers.
2. Provides leadership to the board to enhance continuity of operations.
 - a. Advises the board of law, rules, issues, investigations and all other aspects to keep them apprised and updated.
 - b. Establishes goals and priorities.
 - c. Coordinates board meetings and sees that board directives are carried out.
3. Supervises subordinate staff to ensure the objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves timesheets and leave requests.
 - d. Addresses staff problems and recommends disciplinary action.
 - e. Conducts performance reviews and completes performance review documents.
4. Oversees licensing process to ensure that licenses are issued to qualified persons.
 - a. Directs licensing examinations by approving examination applications, preparing examinations, negotiating contracts for national examinations, maintaining security during examinations, monitoring examination sessions, and informing applicants of results.
 - b. Approves initial and continuing applications for licensure and renewal.
 - c. Reviews, develops, presents, audits, and approves continuing education courses attended by licensees.
 - d. Provides technical assistance to licensees and the public by answering questions regarding license law and practice.
 - e. Coordinates and evaluates licensing activity with other states for reciprocity purposes.
 - f. Writes and publishes informational literature and newsletters.
 - g. Monitors new applicants and renewals for child support arrearages.
5. Drafts proposed changes in code revision or regulations, monitors the rule promulgation process, lobbies legislators, and testifies before legislative committees to ensure necessary

laws and rules are created, updated and remain consistent with the education of the profession and for the protection of the public.

6. Oversees all fiscal activities of the board to ensure proper controls over revenues and expenditures.
 - a. Monitors collection and deposits of revenues.
 - b. Approves vouchers for expenditures.
 - c. Drafts preliminary annual budget proposal.
 - d. Maintains records and monitors budget.
 - e. Prepares and submits annual statistical report to the department secretary.
 - f. Negotiates contracts for auditors, educators, or legal counsel.
7. Investigates complaints against licensees or unlicensed practitioners to ensure potential problems are resolved in compliance with applicable policies.
 - a. Initiates complaints against licensees on behalf of the board.
 - b. Analyzes investigative material and evaluates with legal counsel on the legal procedures.
 - c. Presents findings and recommendations to the board or law judge to ensure rule violations are corrected.
 - d. Schedules informal proceedings and disciplinary hearings.
 - e. Administers disciplinary actions.
 - f. Serves as a resource in complaint proceedings by making reference to pertinent statutes and rules to aid the board when reviewing complaints for possible violations.
 - g. Provides testimony at court hearings resulting from applicant or licensee appeals and illegal actions of the unlicensed individuals.
8. Represents the board at national and regional meetings to learn, understand, gather and exchange information and monitor national trends for education of the licensees and the protection of the public.
9. Researches, gathers, analyzes, and appraises the board regarding use and application of new policies and procedures; occupational hazards and safety precautions, and the need for new technologies to enhance the capability of the commission to serve the public.
10. Evaluates, recommends, and implements technological changes such as web site development, computerized testing, e-commerce, national databases, and licensee databases.
11. Performs other work as assigned.

D. Reporting Relationships:

Typically reports to a board or commission or department secretary. Subordinates reporting to the Executive Director include inspectors, clerical staff, and other support staff.

E. Challenges and Problems:

Challenges include interpreting laws and rules which are constantly changing and ensuring that statutes are followed and enforced.

Problems include dealing with individuals who do not meet licensing requirements, unlicensed persons performing professional services, handling complaints from the public, and investigating cases of alleged misconduct.

F. Decision-making Authority:

Decisions made include preparing or reviewing valid examinations; approving, denying or referring to the board license applications; initiating investigative process or hearing process; determining what laws or rules need to be created or revised; interpreting statutes and rules; approving expenditures within budget restrictions, hiring and reviewing performance of subordinates, and developing/implementing office policies and procedures.

Decisions referred are final approval of fiscal year budget, final approval of drafted laws or rules, and suspension or revocation of certificates and licenses.

G. Contact with Others:

The position has daily contact with applicants, licensees, board members, subordinate staff, school owners, and the public to answer questions, interpret rules, explain procedures and take complaints. Frequent contact with legal counsel, university department heads, other state executive board directors, local and state agencies, and professional organizations to give or receive information.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- applicable laws, regulations, and statutes pertaining to the profession;
- supervisory and office procedures;
- examination techniques
- investigative methods
- legal hearings.

Ability to:

- establish and maintain an effective working relationship with the public, board members, state authorities, licensees, and subordinate staff;
- keep records and prepare reports;
- supervise;
- communicate effectively.