



State of Oregon Agency: Oregon Physical Therapist Licensing Board  
Location: Portland State Office Building  
Position: Executive Director  
Position Description: See enclosed  
Classification: Unclassified/Executive Service  
Salary Range: \$6,352 - \$9,369/month

Minimum Qualifications:

- Undergraduate degree.
- Five years management experience in administration and operations. Preference will be given to applicants who have managerial experience with state or local governments.
- If selected, incumbent must pass a FBI fingerprint background check.

The Process: Successful Applicants will submit all of the following:

- 1) The OPTLB Application Form.
- 2) No more than a one-page cover letter describing why this position best suits you.
- 3) A single paragraph response to each of the cited Areas of Experience and Expertise on the supplemental handout.
- 4) A resume or CV detailing work history.

The Board will accept applications through Friday, September 29, 2017.

Completed applications with supplemental attachments may be mailed or emailed to the Director's office:

James D. Heider, Executive Director  
Oregon Physical Therapist Licensing Board  
800 NE Oregon Street Ste. 407  
Portland OR 97232  
Email [james.heid@state.or.us](mailto:james.heid@state.or.us)



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
09/01/2017

Agency: Oregon Physical Therapy Licensing Board

New  Revised

This position is:

- Classified  
 Unclassified  
 Executive Service  
 Mgmt Svc – Supervisory  
 Mgmt Svc – Managerial  
 Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: _____	b. Classification No: _____
c. Effective Date: _____	d. Position No: _____
e. Working Title: <u>Executive Director</u>	f. Agency No: <u>969000</u>
g. Section Title: _____	h. Budget Auth No: _____
i. Employee Name: _____	j. Repr. Code: <u>MEAH</u>
k. Work Location (City – County): <u>Portland, Multnomah County</u>	
l. Supervisor Name (Optional): <u>Board Chair</u>	
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt: <input checked="" type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative
o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Physical Therapist Licensing Board (PT Board) was created in 1971 to regulate the practice of physical therapy in Oregon. The Board's purpose is public protection and to establish professional standards of practice which assure that physical therapists and physical therapist assistants are properly educated, hold valid/current licenses, practice within their scope of practice and continue to receive ongoing training throughout their careers. Physical therapy practice is governed by state statutes and rules, which define the scope of practice. The Board issues licenses, promulgates rules, monitors continuing competency, investigates complaints, issues civil penalties for violations and may revoke, suspend or impose probation on a license or limit his/her practice. The Board is comprised of eight volunteer members: five physical therapists, one physical therapist assistant, and two public members. Each member is appointed by the Governor and may serve a four-year term, with a maximum of two terms. The Board is self-supporting and activities are financed solely from licensure and related fees.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Develop, implement and direct all programs of the Board with policy oversight by the Board. Provide leadership, research, policy formulation and analysis, public information, management expertise, public relations, budget and personnel management and administrative direction necessary to carry out the statutory mandates and administrative rules governing the areas of the Board (including initial licensure and renewal, investigations, discipline and other legal actions). The Executive Director is appointed and reports to the eight member Board, with members appointed by the Governor.

**SECTION 3. DESCRIPTION OF DUTIES**

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers and other work-related associations; develop good working relationships with related health boards and agency staff through active participation in cross-agency group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The incumbent is expected to provide leadership that contributes to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As part of this effort, staff is expected to participate in the agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with diverse background who are committed to the mission and values of the Department.

**List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.**

% of Time	N/R/NC	E/NE	DUTIES
30	N/C	E	Administration – <ul style="list-style-type: none"> <li>➤ Manage the daily operations of the agency by reviewing, planning and directing the work of staff to best implement mission, goals and objectives of the Board.</li> <li>➤ Establish, monitor and continually update and implement internal administrative policies and operating procedures geared towards efficiencies and streamlined operations.</li> <li>➤ Responsible for all aspect of facilities management, lease negotiation, building management liaison, maintenance and space planning and needs assessment.</li> <li>➤ Responsible for all aspects of furniture and fixtures inventory, including needs assessments, acquisition, maintenance and disposal.</li> </ul>

			<ul style="list-style-type: none"> <li>➤ Vendor coordinator, including analysis and justification of need, selection process including preparation and review of Request for Proposals.</li> <li>➤ Develop and maintain Agencies Business Continuity Plan</li> <li>➤ Procurement Officer</li> </ul>
20	N/C	E	<p>Finance and Budget – Analyze and develop strategies, implement , track, and report financial plan outcomes including:</p> <ul style="list-style-type: none"> <li>➤ Biennial budget preparation and adoption to include historical review, data gathering, analysis, trending, projections and financial planning.</li> <li>➤ Maintenance and input into agency accounting software system and reporting.</li> <li>➤ Preparation of monthly Bank reconciliation and preparation and presentation of monthly financial oversight report for Board Chair or their designated alternate.</li> <li>➤ Quarterly financial reporting to Board including a budget to actual variance report with a narrative.</li> <li>➤ Dailey oversight and final approval of all accounts payable and receivable.</li> <li>➤ Oversight of Banking operations, remote deposits, reserves and bank charges and analysis of earned service credit relative to investment income determining best financial outcome for the agency.</li> <li>➤ Coordinate and manage biennial external audit process, prepared audit responses to questionable outcomes or findings.</li> </ul>
15	N/C	E	<p>Human Resources/Personnel -</p> <ul style="list-style-type: none"> <li>➤ Responsible for all aspects of Human Resources/Personnel including but not limited to the analysis of need, search, hiring, orientation, training, evaluations, growth and development, counseling, discipline, response to grievances, and termination.</li> <li>➤ Responsible for all aspects of benefits relative to adherence to PEBB guidelines and protocol, review and payment of monthly premiums.</li> <li>➤ Leave Coordinator responsible for adherence to DAS guidelines and protocol and administration of all employee leaves.</li> <li>➤ Responsible for all aspects of payroll relative to adherence to DAS guidelines and protocol, reporting of monthly payroll to contracted vendor, review of monthly payroll for accuracy in recording and reporting/payment of tax liabilities to Federal, State and local Municipalities.</li> </ul>

			<ul style="list-style-type: none"> <li>➤ Agency Affirmative Action Officer accountable for the development, adoption and implementation of an Agency Affirmative Action Plan.</li> </ul>
15	N/C	E	<p>Information Systems Manager -</p> <ul style="list-style-type: none"> <li>➤ Act as agency SPOC responsible for all DAS IRMD protocol and procedures.</li> <li>➤ Assess hardware and software needs, maintain and report Hardware and Software Inventories and Compliance.</li> <li>➤ Develop and maintain Agencies Information Security Plan including assessment of risks and recovery plan in case of breach.</li> <li>➤ Coordinate/maintain operation of Agency's licensure Data Base system.</li> <li>➤ Maintain Agency website by developing and publishing relative and timing content and communications onto the internet.</li> </ul>
10	N/C	E	<p>Goodwill Liaison/Community Outreach –</p> <ul style="list-style-type: none"> <li>➤ Respond to public inquiries, concerns or needs relative to the Board operations.</li> <li>➤ Respond to Governor's office inquiries, concerns or needs relative to the Board operations.</li> <li>➤ Board Liaison to Federation of State Board of Physical Therapy, representing Oregon's perspective when opportunities arise through national committee and task force volunteer work.</li> <li>➤ Respond to Community, partner associations, organizations and school needs and requests for information and educational opportunities.</li> <li>➤ Represent Board at all relative meetings, i.e. Health Board Directors, Semi Independent Board Assoc. (SIBA), Suite 407 Directors, etc.</li> </ul>
5	N/C	E	<p>Board Support –</p> <ul style="list-style-type: none"> <li>➤ Coordinate and facilitate Board meetings.</li> <li>➤ Ensure that all agenda materials required for board meetings are prepared and distributed timely.</li> <li>➤ Provide direction, technical assistance, research resources and reports to the Board and to Committees of the Board.</li> <li>➤ Offer training and resources for Board members as needed or requested.</li> </ul>
5	N/C	E	<p>Legislative/Administrative Rules Coordinator -</p> <ul style="list-style-type: none"> <li>➤ Under Board directive, represent the Agency in the Legislative arena, prepare and present relative testimony, respond to committee and Legislators</li> </ul>

			<p>requests and inquiries. Research, analyze, prepare and present legislative fiscal impact statements.</p> <ul style="list-style-type: none"> <li>➤ Under Board directive, conduct periodic administrative rules review, form Administrative Rules Advisory Group, report to the Board, adhere to State Archives Rules Divisions procedure and protocol in posting notice of proposed rule changes and language and notice of hearing, conduct hearing, and posting of permanent rule making.</li> <li>➤ Other duties as required</li> </ul>
100%			

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#### **SECTION 4. WORKING CONDITIONS**

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**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Office environment, modular workstation with computer and phone. Work beyond normal working hours and occasional weekend work; involves frequent interruptions; requires flexibility in schedule and travel outside the immediate area.

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#### **SECTION 5. GUIDELINES**

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**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

ORS Chapter 688.010 through 688.230  
 OAR Chapter 848  
 Federal and State Employment Laws  
 PTLB Internal Policies Manual  
 Attorney General's Administrative Procedures Act  
 Attorney General's Public Records and Meetings Manual  
 Generally Accepted Accounting Principles (GAAP)

**b. How are these guidelines used?**

Statute and rule guidelines are specific with regards to board authority, accountability, scope of practice, and remediation; they are strictly adhered to without exception. Processing guidelines set by Board policy are designed to allow Board staff to make intuitive decisions based on subjective reasoning when applied to individual applications on a case by case basis. Employment laws and generally accepted accounting principles are the basis by which the incumbent manages personnel and adheres to routine accounting functions.

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#### **SECTION 6. WORK CONTACTS**

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**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

Who Contacted	How	Purpose	How Often?
Public	In person/phone/fax/e-mail	Respond to inquiries, give direction, advisement	Daily
Licensees	In person/phone/fax/e-mail	Respond to inquiries, give advice and direction, Interview, case status reports, remediation and follow-up	Daily
State Boards	Phone/fax/e-mail	Respond to inquiries, investigations, fact and data collection	Daily
Complainants	In person/phone/fax/e-mail	Respond to inquiries, screen for validity, give advice and direction, interview, case status reports	Weekly
Vendors	In person/phone/fax/e-mail	Respond to inquiries, resolve board issues, research	Weekly
Attorneys	In person/phone/fax/e-mail	Respond to inquiries, problem resolution, seeking advice, interviews, case status reports	Weekly
Board Members	In person/phone/fax/e-mail	Respond to inquiries and requests, advice	Weekly
Law Enforcement	In person/phone/fax/e-mail	Respond to inquiries, investigations, fact and data collection	Monthly
Professional Assoc.	In person/phone/fax/e-mail	Respond to inquiries, scope of practice education	Monthly
Governor's Office	In person/phone/fax/e-mail	Respond to inquiries and requests share information	As needed
Legislators	In person/phone/fax/e-mail	Respond to inquiries and requests share information	As needed

*Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

**SECTION 7. POSITION RELATED DECISION MAKING**

**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

Decisions made by this position include: Administrative and operations decision are made independently, including but not limited to use of resources, budgeting, purchasing, contracting, workflow priority processing, and fiscal controls. Independent interpretations and implementation of statutes, administrative rules and policies are necessary for the smooth and effective functioning. The Executive Director (ED) determines when an issue needs to be escalated to a Board or Legal Counsel level and in doing so will provide the research, background analysis and concise information for the Board or Legal Counsel to make an informed decision which the ED would then carry out. The ED has final authority over the issuance of a professional license to practice; this decision can affect the profession and the safety of the public.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
Board Chair		In person	Annual review	Performance & merit

*Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

**SECTION 9. OVERSIGHT FUNCTIONS****THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

a. How many employees are directly supervised by this position? 3  
 How many employees are supervised through a subordinate supervisor? n/a

b. Which of the following activities does this position do?

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Plan work               | <input checked="" type="checkbox"/> Coordinates schedules                    |
| <input checked="" type="checkbox"/> Assigns work            | <input checked="" type="checkbox"/> Hires and discharges                     |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                        |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations  |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |

**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

As a Semi-independent Agency the Director must possess a strong generalist background. Other than the DOJ (required by Statute) there are no State services or resources readily available to assist a semi-independent agency.

Operationally, this agency functions as a small business, relying on external resources or internal knowledge, skills and abilities to get the job done. A successful Director must have knowledge and skills in finance, budgeting, accounting, human resource management, payroll, benefits, facilities management and operations.

The incumbent must demonstrate clear and concise communication skills, have the ability to independently reason and problem solve, and must be exceptionally organized and possess greater than average leadership skills.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
	1,300,000.00	Other

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

**SECTION 12. SIGNATURES**



# Oregon Physical Therapist Licensing Board (OPTLB) Application For Employment

The OPTLB is an Equal Opportunity Employer and is committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even though a resume has been requested.

## Personal Information

Name \_\_\_\_\_

Address	City	State	Zip
Phone Number	Mobile Number	Email Address	
Are You Legally able to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>		Have You Ever Been Convicted Of A Felony? Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Please note: This job requires interface with the State's Criminal Justice Information System. If Selected For Employment you must pass a FBI fingerprint background check.**

## Position

Position You Are Applying For	Available Start Date	Desired Pay
Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal/Temporary		

## Education

School Name	Location	Years Attended	Degree Received	Major

## References

Name	Title	Company	Phone

## Employment History

For employment history, PLEASE  
INCLUDE RESUME or CV with  
application.

## Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview  
may result in my release.

Name (Please Print)

Signature

Date

## Areas of Experience and Expertise

In a short concise paragraph highlight your experience in each of the following areas (one paragraph per area):

- Professional Credentialing
- Regulation/Compliance
- Budgeting
- Financial Reporting
- Human Resources/Staff Management
- Payroll/Benefits
- Operations, facilities, phones, systems, software
- Strategic Planning
- Governmental Rule Making
- Legislative Committee/Processes
- Regulatory Boards/Commissions
- State or Local Government