

# STATE BOARD OF PSYCHOLOGY of OHIO

## POLICY AND PROCEDURE MANUAL

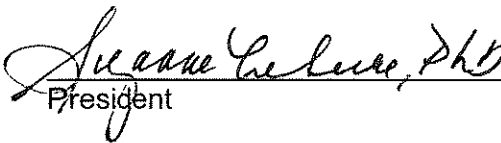

### SECTION 10: ADMINISTRATIVE POLICIES AND PROCEDURES

#### POLICY 10.1: EXECUTIVE DIRECTOR AUTHORITY

PRIOR EFFECTIVE DATES: JUNE 9, 2003; APRIL 14, 2010

AMENDED AND EFFECTIVE: APRIL 30, 2013

#### REVIEWED AND APPROVED

 President	<u>7/15/13</u> Date	 Executive Director	<u>5/9/13</u> Date
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#### POLICY

The State Board of Psychology ("Board") shall appoint an Executive Director who will serve at the pleasure of the Board and hereby grants specific duties, responsibilities and authority to the Executive Director.

#### PROCEDURES AND BOARD-DELEGATED AUTHORITY

1. The Executive Director shall be the chief executive officer of the Board and shall be responsible for the daily activities of its staff, operations, functions, and other duties as stipulated.
2. The Executive Director shall comply with her/his primary duties as follows: Class title Board/Commission Secretary II.
3. The Executive Director shall direct, plan, coordinate, and manage all program activities of the Board including human resources, fiscal, licensing, legislative, enforcement, and public relations.
4. The Executive Director shall supervise and direct daily operations of the Board.
5. The Executive Director has the authority to alter or implement protocols and procedures specific to the administration of the Board office.
6. The Executive Director shall make decisions related to Board Human Resource issues. These include, but are not limited to, the hiring and termination of staff with concurrence of the Board President, providing initial and ongoing training, completing performance evaluations, approving leave, disciplining employees, encouraging on going professional development of staff, recommending salary, analyzing and planning for human resource needs and financial needs of the agency.
7. The Executive Director is hereby delegated authority by the Board to serve as the "appointing authority" with the express power to sign Personnel Actions to formally accept the resignation of an employee without Board action.

8. The Executive Director shall administer and coordinate all Board related fiscal activities. These include, but are not limited to, preparing budgets, approving expenditures, and tracking of all financial records of the Board. In addition, the Executive Director will create, implement and maintain procedures for: financial reconciliations; and, review and monitoring of internal financial records and controls posted to the Ohio Administrative Knowledge system (OAKS) using electronic resources.
9. The Executive Director shall oversee all licensing activities. These include but are not limited to, directing staff relative to admission to examination, the issuance of initial licenses, license renewal, and continuing education compliance.
10. The Executive Director shall serve as chief of enforcement and shall oversee all enforcement activities of the Board. These include, but are not limited to, coordinating with the Supervising Board Member and investigative staff regarding investigations of licensees, registrants and unlicensed practitioners, and overseeing related actions as directed by the Board. The Board gives authority to the Executive Director to affix signature stamps of members of the Board on final adjudication orders in the absence of the member.
11. The Executive Director shall function as the Board's liaison in interactions with the Ohio General Assembly, state and federal government agencies, professional associations, the media, and the general public.
12. The Executive Director shall attend legislative and administrative hearings as deemed necessary. The Executive Director shall not testify on behalf of the Board on issues other than the operating budget without express permission of the Board President or designee.
13. The Executive Director shall adopt the policies and procedures of the Department of Administrative Services (DAS) related to travel, sick time, personal time, payroll, vacation time, and compensatory time for the Board and its staff.
14. The Executive Director shall ensure that the Board and staff are updated regarding any relevant changes to Board and DAS policies and procedures.
15. The Executive Director shall take appropriate action to ensure that all staff and members of the Board are being properly reimbursed for travel expenses. This includes coordinating initial and ongoing training pertaining to travel reimbursement to staff and Board members.
16. The Executive Director shall ensure that staff members are properly documenting their work hours through the monitoring of the office sign-in sheet.
17. The Executive Director shall assure the maintenance of the Board web site.
18. The Executive Director shall oversee the administration of Board meetings. Duties include setting agendas with the President, making physical arrangements, preparing meeting minutes and carrying out Board directives.
19. The Executive Director shall by email or telephone request approval for all leave from the Board President or designated member of the Board, and forward approvals to the Executive Assistant for approval of the Request for Leave in the OAKS HCM module.