

STATE OF CALIFORNIA
Budget Change Proposal - Cover Sheet
 DF-46 (REV 08/15)

Fiscal Year 16-17	Business Unit 1110 1111	Department Consumer Affairs	Priority No. 1
Budget Request Name 1110-012-BCP-BR-2016-GB 1111		Program 1135 - DENTAL BOARD	Subprogram 1135010 - STATE OPERATIONS

Budget Request Description
 Enforcement Support Staff

Budget Request Summary

The Dental Board of California (Board) is requesting position authority only for 2.0 full time Office Technician Typing [OT (T)] positions to serve as administrative support to the Board's Enforcement Program. The staff will be responsible for all clerical support associated with the processing of criminal, administrative and probationary reports and files, and maintaining resources for the investigative staff. This request is a direct result of the increase in enforcement staffing and resultant casework attributed to the Consumer Protection Enforcement Initiative (CPEI) Budget Change Proposal (BCP).

Requires Legislation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Code Section(s) to be Added/Amended/Repealed	
Does this BCP contain information technology (IT) components? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, departmental Chief Information Officer must sign.</i>	Department CIO	Date
For IT requests, specify the date a Special Project Report (SPR) or Feasibility Study Report (FSR) was approved by the Department of Technology, or previously by the Department of Finance. <input type="checkbox"/> FSR <input type="checkbox"/> SPR Project No. Date:		

If proposal affects another department, does other department concur with proposal? Yes No
 Attach comments of affected department, signed and dated by the department director or designee.

Prepared By <i>Sean E. Wallace</i>	Date 8-28-2015	Reviewed By <i>William Rumbaut</i>	Date 8-28-15
Department Director <i>Tracy Rheinfr</i>	Date 8-31-15	Agency Secretary <i>Amador Caballero</i>	Date 9-1-15

Department of Finance Use Only

Additional Review: Capital Outlay ITCU FSCU OSAE CALSTARS Dept. of Technology

P Type: Policy Workload Budget per Government Code 13308.05

PPBA	Original signed by Jeff Carosone	Date submitted to the Legislature 1-7-16
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Personal Services Details

		Salary Information			CY	BY	BY+1	BY+2	BY+3	BY+4
		Min	Mid	Max						
Positions										
1139	- Office Techn (Typing) (Eff. 07-01-2016)				0.0	2.0	2.0	2.0	2.0	2.0
Total Positions					0.0	2.0	2.0	2.0	2.0	2.0
Salaries and Wages					CY	BY	BY+1	BY+2	BY+3	BY+4
1139	- Office Techn (Typing) (Eff. 07-01-2016)				0	76	76	76	76	76
Total Salaries and Wages					\$0	\$76	\$76	\$76	\$76	\$76
Staff Benefits										
5150350	- Health Insurance				0	25	25	25	25	25
5150500	- OASDI				0	6	6	6	6	6
5150600	- Retirement - General				0	19	19	19	19	19
5150800	- Workers' Compensation				0	2	2	2	2	2
Total Staff Benefits					\$0	\$52	\$52	\$52	\$52	\$52
Total Personal Services					\$0	\$128	\$128	\$128	\$128	\$128

Analysis of Problem

A. Budget Request Summary

The Dental Board of California (Board) is requesting position authority only for 2.0 full time Office Technician Typing [OT (T)] positions to serve as administrative support to the Board's Enforcement Program. The staff will be responsible for all clerical support associated with the processing of criminal, administrative and probationary reports and files, and maintaining resources for the investigative staff. This request is a direct result of the increase in enforcement staffing and resultant casework attributed to the Consumer Protection Enforcement Initiative (CPEI) Budget Change Proposal (BCP).

B. Background/History

Pursuant to Business and Professions Code (BPC) Section 1601.2, the Board's highest priority is the protection of the public when exercising its licensing, regulatory, and disciplinary functions. The primary methods by which the Board achieves these goal are: issuing licenses to eligible applicants; investigating complaints against licensees and disciplining licensees for violations of the Dental Practice Act (Act); monitoring licensees whose licenses have been placed on probation; and managing the Diversion Program for licensees whose practice may be impaired due to substance abuse problems.

The Board currently regulates approximately 101,000 licensees, consisting of 46,418 Dentists (DDS), 53,111 Registered Dental Assistants (RDA), and 1,713 Registered Dental Assistants in Extended Functions (RDAEF). In addition, the Board is responsible for setting the duties and functions of approximately 50,000 dental assistants who work in dental offices and are not required to be licensed but whose duties are specified by the Board.

The role of the Board's Enforcement Program is to gather facts to prove or disprove allegations of wrongdoing in a safe and efficient manner to protect the public from harm.

BPC section 1670, specifies that any licensee of the Board may have his or her license revoked, suspended, reprimanded or may be placed on probation, for unprofessional conduct, incompetence, gross negligence, or repeated acts of negligence in their profession.

BPC Section 160, specifies that the Investigators employed by the Board have the authority of peace officers while engaged in exercising the powers granted or performing the duties imposed upon them in the investigation of the laws administered by the Board, or commencing directly or indirectly any criminal prosecution arising from any investigation conducted under the Act. Pursuant to this section, the Board may also employ individuals, who are not sworn peace officers, to provide investigative services.

Currently, the Board employs eighteen (18) peace officer investigators to investigate criminal violations as well as the most egregious administrative complaints against licensed dentists and auxiliary personnel for violations of the Act and other related codes.

As a result of the Department of Consumer Affairs (Department) CPEI BCP, the Board's enforcement program received 10.0 positions to address case backlogs and excessively high caseloads. The Board took the lead at the Department to establish a non-sworn investigative unit to begin tracking case backlogs and reduce case aging. Our staff's efforts (and results) became a model that other boards are now following as they build similar programs. Currently, the Board employs 18.0 sworn Investigators, 4.0 non-sworn Special Investigators, and 3.0 Associate Government Program Analysts (AGPAs) conducting approximately 800 investigations per year. These staffs, in addition to 2.0

Analysis of Problem

Inspectors, also monitor a caseload of over 300 probationary licensees. The number of probation cases has doubled in the last 4 years.

The Board's enforcement program is supported by 2.0 OT (T) positions to perform the workload associated with administrative support; 1.0 position supports the Board's Northern enforcement office, and 1.0 position supports the Board's Southern enforcement office. The Board did not receive additional support staff in the CPEI BCP to accompany the 10.0 additional positions the Board received. As intended under the CPEI, the Board has increased the number of completed investigations by over 320 cases annually. Criminal and administrative case referrals to the Attorney General's Office (AG) for discipline against licensees in violation of the Act also rose, resulting in investigative staff performing administrative support functions to avoid delays. The use of investigative staff to perform administrative duties reduces their efficiency in working investigations.

Within the Department's Strategic Plan, Goal #1 addresses Enforcement: To prevent, reduce, or eliminate unlicensed activity and harmful conduct by licensed professionals that pose a threat to the health, safety, and welfare of Californians. To that end, the Department's objectives include improving investigative cycle times and streamlining case referrals to the AG's office.

Included in the Board's strategic plan are the following Enforcement objectives:

4.2 Reduce cycle times for investigations by 10%, and

4.3 Recruit and calibrate additional Board Experts to assist with the Board's enforcement efforts.

The Board's OT (T) positions are critical components of the enforcement program's ability to efficiently process time-sensitive files that directly impact the processing of investigations. The OT's are responsible for: processing all incoming and outgoing mail; preparation of correspondence on investigative cases for review and approval; preparing and filing investigative reports and attachments; acting as a liaison between the Board's Northern and Southern enforcement offices in relation to administrative duties; prepare and process contracts for Subject Matter Experts (SME) and pay invoices for services rendered; input case data for investigative activity tracking; and various other administrative duties essential to the function and support of the enforcement program. The assistance with these functions will allow the Investigative staff to focus on the investigations which will help to contribute to the overall efficiency of reducing the Board's performance targets.

One of the most critical and time-sensitive duties that OT staff are responsible for, are the replication of case documents for referral to the AG or the District Attorney for prosecution. These case documents often include legal settlements, court dockets or transcripts, and years of patient records that require hours of copying, organizing, and preparation for mailing to Board Members, as well as filing and recording case outcomes in various tracking databases.

To aid in the investigation of quality of care cases, the Board utilizes SME's as professional consultants to review such cases. Another critical responsibility of OTs is the processing of SME service contracts and statement of services used by the SME to invoice the Board for time spent evaluating cases. The OTs are responsible for mailing investigative materials to the SMEs, tracking the return of the materials, and processing the payment for services rendered. The increased workload associated with copying and processing case documents has resulted in the inability of the OTs to promptly process payments to the SMEs; the continued inability to process payment promptly could result in a diminished interest for SMEs to work with the Board.

Analysis of Problem

Additionally, lower priority tasks (i.e. filing, retention and purging closed cases) have had to be left until a later time. Prompt and organized filing assists staff in quickly locating information for their investigations and disciplinary hearings. Delays in locating, copying and processing materials can lead to the statute of limitations violations and therefore the loss of the case.

Resource History (Dollars in thousands)

Program Budget	PY - 4	PY - 3	PY - 2	PY - 1	PY
Authorized Expenditures	\$9,516	\$10,615	\$11,250	\$11,410	\$12,366
Actual Expenditures	\$7,546	\$9,732	\$9,867	\$9,867	\$12,077
Revenues	\$7,920	\$7,955	\$8,016	\$8,121	\$8,116
Authorized Positions	54.5	62.9	66.4	65.4	65.0
Filled Positions	48.0	54.7	65.7	59.7	63.3
Vacancies	6.5	8.2	0.7	5.7	1.7

Workload History

Workload Measure - Investigations	PY - 5	PY - 4	PY - 3	PY - 2	PY - 1	PY
Number of Case Closures	652	1,025	1,103	881	951	1,178
Average Case Age – Investigations Only	533	433	403	403	395	322
Case referred for Discipline	138	148	174	84	91	94
Workload Measure – Probation Monitoring	PY - 5	PY - 4	PY - 3	PY - 2	PY - 1	PY
Probation Caseload	N/A	148	206	257	378	359
Probation Cases Opened	99	79	88	69	60	84
Probation Cases Closed	39	58	49	47	41	53
Workload Measure – Subject Matter Expert Contracts	PY - 5	PY - 4	PY - 3	PY - 2	PY - 1	PY
Contract for Services Administration	-	-	30	24	11	43
Statement of Services (Invoices)	-	-	51	322	141	125

C. State Level Considerations

The Board, under the operating umbrella of the Department, is mandated to provide consumer protection in exercising its licensing, regulatory, and enforcement functions. As such, oversight of its applicants, licensees, and probationers is paramount in maintaining this protection. As a special fund program, the Board does not require any resources from the State's General Fund and relies on its licensure fees for its revenue. This request will have no impact to any other state policy or department.

D. Justification

The additional support staff being sought will contribute to reducing the board's cycle time by processing cases more quickly which in turn, triggers the case closure and stops the case aging clock. As noted in the background discussion, the OT positions are responsible for processing of SME service contracts. The success of recruitment efforts by the Enforcement program to increase our resource pool of experts will depend greatly on the ability of support staff to promptly register and put participants

Analysis of Problem

into contracts. Having adequate personnel resources to accomplish our primary investigative role will contribute to the success of our strategic plans.

The Board's twenty-one enforcement staff (combination of sworn and non-sworn) conducts an average of 800 investigations and 1000 quarterly probation meetings per year. This casework results in an average of 98 criminal and/or administrative case closures and approximately 80 quarterly probation case closures per month which must be processed by administrative support staff prior to distribution, closure and filing. In addition to the support work that accompanies investigative processing, clerical staff is responsible for a number of other tasks including:

- 1) Managing the SME contracts,
- 2) Ordering, purchasing and stocking of office resources and supplies,
- 3) Completing and submitting various monthly reports,
- 4) Reception duties – both front counter and telephone inquiries,
- 5) Record-keeping – for staff training, travel, equipment assignments,
- 6) Reporting and tracking fuel and repair records for vehicle fleet
- 7) Making copies of documents and exhibits for referral to the AG's Office or the District Attorney for prosecution.

Along with the increase in case processing, the volume of ancillary duties assigned to the clerical support staff also increased in relation to the increase in enforcement staff.

At present, the following impacts have been identified:

- Support staff is unable to assign new cases to investigative staff on a daily basis due to competing priorities.
- Depending on the case type, investigations involving patient records and/or a malpractice settlement may require multiple copies of hundreds of pages of case exhibits.
- Staff must log the investigation in two separate databases before a case is considered closed. Although processing priorities are given to egregious consumer harm and those nearing statute of limitations, any delays can affect protection of the public.
- Processing SME invoices includes copying, mailing, reconciling with the contract balance, and filing in both the investigative file and contract file. Obtaining an expert opinion is integral to our successful case results. Delays in costs to SMEs will discourage participation in this program and limit the number of experts that can provide service. Reductions in the number of experts available to perform case reviews will also adversely affect our case closure rates.
- Considered a lower priority task compared to handling investigations, filing closed cases has been severely impacted. Lack of ongoing filing is affecting the Board's ability to quickly locate and reference historical case information for new cases on previously disciplined licensees. Disorganized or irretrievable files could also affect the outcome of pending cases and reflect poorly on the Board and Department as a whole.

Currently, the Board has 2.0 full authorized clerical positions for 24.0 investigative staff. Other comparable Enforcement Programs have a much lower ratio of clerical support to Investigators (Division of Investigation 1.0 OT to 5.0 Investigative staff, Medical Board of California has 1.0 OT to 3.0 Investigative staff).

Analysis of Problem

The workload for this proposal is detailed in Attachments 1 & 2. These worksheets illustrate the current workload, if fully managed by the existing staff. It should be noted that in the absence of additional staff, investigative staff are performing many of the administrative tasks associated with the cases themselves. Although this effort reduces some of the delays, it also decreases staff's time to perform investigative work on their assigned caseload and is not a cost effective or efficient use of analytical staff time.

E. Outcomes and Accountability

The success and accountability of this proposal will result in:

1. Improved consumer protection by ensuring that complaints are opened without delay, completed criminal and administrative cases are referred promptly, and probation conditions are routed to monitors in a timely manner to initiate any mandated restrictions and/or sanctions for licensees.
2. Decreases in overall case aging rates; additional staff will be able to process and close case files more promptly.
3. Enhanced customer services. Increased staff levels will be able to provide greater telephone coverage and the ability to respond to consumer inquiries in a timely manner.
4. Improved processing times for SME contracting and invoice payments. This is anticipated to provide faster payment times and aid in retention of experts.

F. Analysis of All Feasible Alternatives

The analysis of all feasible alternatives is below.

Alternative 1: Approve position authority only for 2.0 fulltime OT (T) positions to ensure adequate clerical support to process the increased workload generated by the increase in enforcement staff. This will allow the Board to avoid processing delays which can adversely affect our consumer protection role. Without the requested additional positions and resources, the Board will continue to experience delays in enforcement workload.

Pros:

This will provide the enforcement unit with necessary resources to meet its legislatively established mandate of consumer protection. The Board will be in a position to actively manage its workload, and allow the enforcement staff to continue to expand investigations, and meet its need to perform additional field investigations.

Cons:

The Board may not be able to support these positions in future fiscal years unless the Board permanently augments the budget.

Alternative 2: Approve 2.0 half-time positions to support the existing increase in workload and CPEI staffing within the Enforcement Program. Based on the attached analysis, the workload is greater than a half-time position can manage, and it may be more difficult to fill a halftime position in today's work environment. An inability to fill one or both halftime positions will further aggravate existing workload challenges.

Analysis of Problem

Pros:

This will provide the enforcement unit with some resources to meet its legislatively established mandate of consumer protection.

Cons:

Without full time positions, the volume of ancillary duties that should be assigned to the clerical support staff will need to continue to be completed by the enforcement staff thus limiting the ability to increase consumer protection. The workload is greater than a half-time position can manage and will continue to aggravate existing workload challenges.

Alternative 3: Approve 2.0 limited term (LT) positions for 2 years to temporarily address the workload. LT positions will provide the board with the ability to manage backlogs for a specified period of time. This option may allow additional workload analysis to be collected to justify converting the positions to permanent full time. This is not a preferred alternative, as the enforcement positions that have increased the investigative workload are permanent and will have a continual need for clerical support.

Pros:

This may allow additional workload analysis to be collected to justify converting the positions to permanent full time. This will provide the enforcement unit with temporary resources to meet its legislatively established mandate of consumer protection. The Board will be in a position to actively manage its workload, and allow the enforcement staff to continue to expand investigations, and meet its need to perform additional field investigations.

Cons:

The enforcement positions that were received by the CPEI BCP have increased the investigative workload are permanent and will have a continual need for clerical support.

Alternative 4: Status Quo. Board Investigators will be required to perform many administrative tasks in order to avoid delays in case filings. This is an inefficient use of investigative staff and adversely affects the Board's ability to mitigate consumer harm.

Pros:

There will be no expansion to the Board's expenses.

Cons:

Without adding the requested positions the enforcement staff will be unable to continue to expand investigations and we will continue to experience delays in enforcement workload and aggravate existing workload challenges.

G. Implementation Plan

If this request is approved, the Board would advertise, interview, and hire for the OT (T) positions a few weeks prior to July 1, 2016, with the intent that the newly hired persons could start work on that date. The Enforcement Managers will be responsible for training the new employees and establishing priorities to ensure the deficiencies (noted above) are managed appropriately. Managers will also be

Analysis of Problem

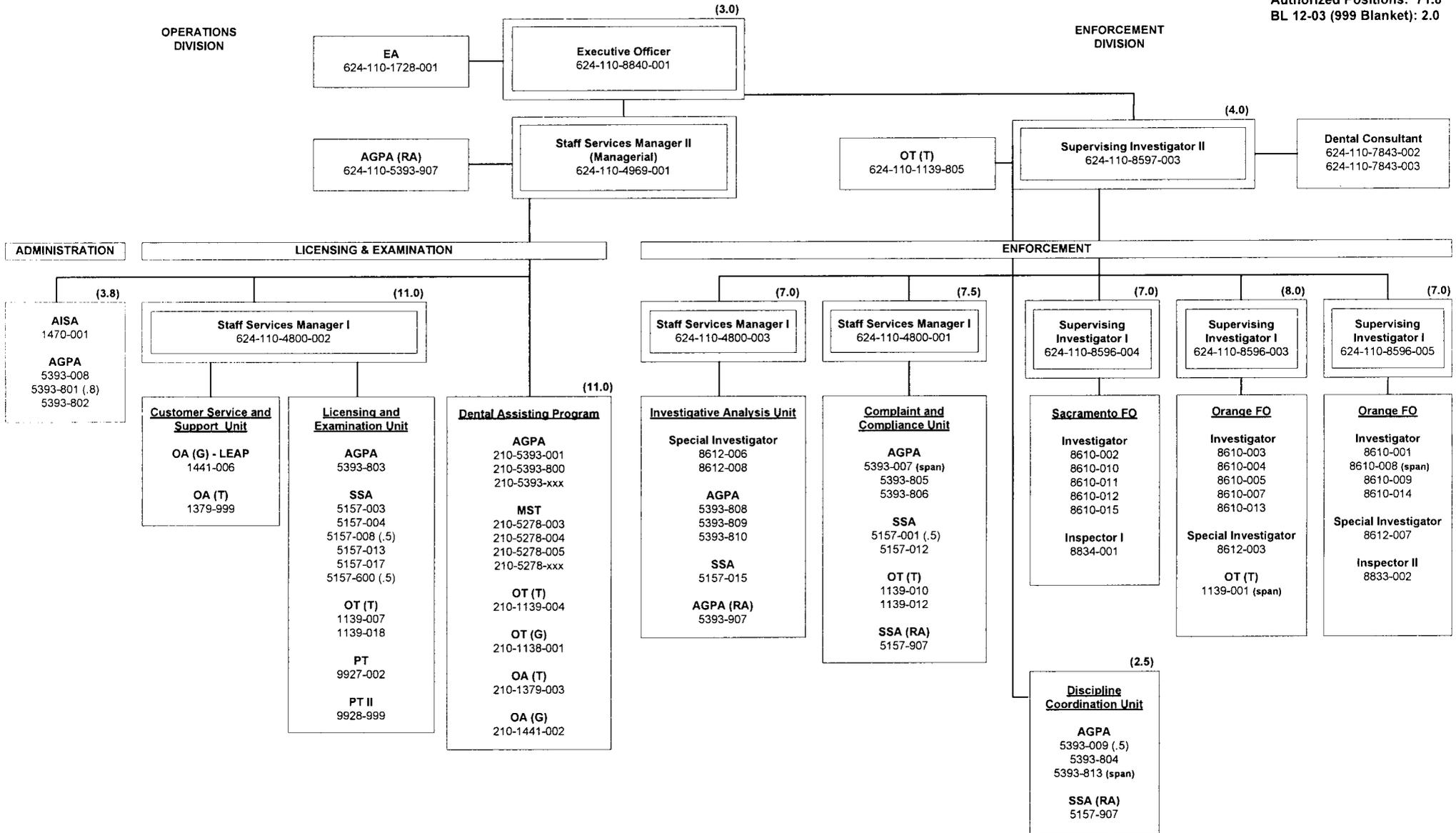
responsible for setting timeframes for task completion and measuring workload to ensure the strategic goals are being met.

H. Supplemental Information

The Board's current facility is adequate to house the additional staff.

I. Recommendation

Approve Alternative 1. This will allow the Board to effectively meet its consumer protection mandate.



Karen Fischer, Executive Officer

Date

Personnel Office

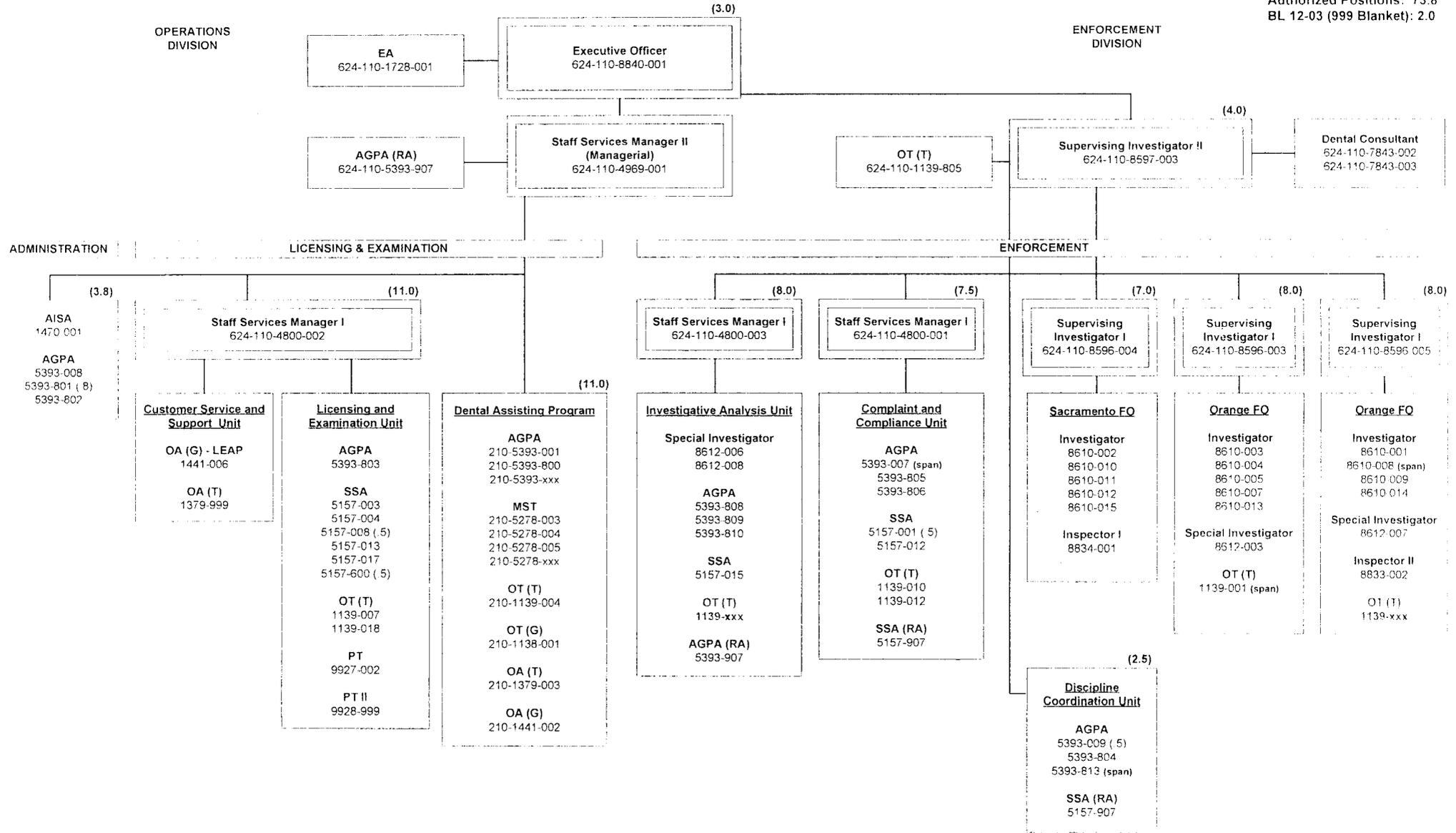
Date

DEPARTMENT OF CONSUMER AFFAIRS
DENTAL BOARD OF CALIFORNIA

PROPOSED
FY 2016-17
Authorized Positions: 73.8
BL 12-03 (999 Blanket): 2.0

OPERATIONS
DIVISION

ENFORCEMENT
DIVISION



Karen Fischer, Executive Officer

Date

Personnel Office

Date

Enforcement -- Workload & Staffing Requirements, Northern CA

ATTACHMENT 1

Dental Board of California		1.0 OT(T)		FY 2013-14		FY 2014-15	
Line#	Procedures	Work Performed By	Hours Per Task	Workload Volume	Total Hours	Workload Volume	Total Hours
Contract Processing							
1	Receive all Subject Matter Expert (SME) contract applications and review/process for completed package and appropriate documentation.	OT	2	375	750	375	750
2	Follow-up correspondence (phone and/or letter) with SME applicants.	OT	0.10	150	15	150	15
3	Process SME invoices, track and maintain data in database.	OT	0.5	375	187.5	375	187.5
4	Input SME contract assignment into database to track contract number, costs and encumbrance.	OT	0.25	12	3	12	3
5	Process and track vehicle maintenance invoices, voyager cards, servicing, smog and maintain monthly and annual reports	OT	0.10	24	2.4	24	2.4
6	Input case files and maintain the contract database.	OT	0.10	12	1.2	12	1.2
	TOTALS		3	948	959.10	948	959.10
Enforcement Case Preparation & Processing							
7	Prepare enforcement correspondence on new case assignments.	OT	0.10	255	25.5	255	26 **
8	Receive new complaints, print all relevant screens, photocopy complaints and related documents, create files and route to the Supervisor.	OT	0.25	510	127.5	510	128
9	Photocopy selected pages of the investigation file cases and cases referred to the Attorney General.	OT	1	255	255	255	255 **
10	Photocopy investigative files for the referrals to the Attorney General's Office.	OT	1	255	255	255	255 **
11	Prepare Cost Certifications for cost recovery on criminal and administrative cases.	OT	0.25	255	63.75	255	64 **
12	Prepare probation monitoring file, print all relevant screens, photocopy disciplinary order and related documents, create files and route to the Supervisor.	OT	0.05	36	1.8	36	2 **
13	Prepare inspection file, print all relevant screens, photocopy complaints and related documents, create files and route to the Supervisor.	OT	0.25	24	6	24	6
14	Enter case information and assignment into Investigator Activity Report (IAR).	OT	0.10	12	1.2	12	1 **
	TOTALS		3.00	1,602	735.75	1,602	735.75
License Verification/Certification							
15	Provide written and phone certifications of licensure to the consumer using the CAS/Teale computer system as necessary.	OT	0.50	150	75	150	75
	TOTALS		0.50	150	75	150	75
Telephone/Reception							
16	Answer and direct all in-coming phone calls. Write messages and deliver to appropriate staff.	OT	0.10	1,275	127.5	1,275	127.5
17	Provide general information to the public regarding the Board's complaint and investigative process.	OT	0.10	1,275	127.5	1,275	127.5
18	Greet and assist visitors, and direct them to appropriate staff.	OT	0.25	60	15	60	15
	TOTALS		0.45	2,610	270	2,610	270
Administrative (Monthly Hours)							
19	Review employees monthly time sheets for completeness and accuracy.	OT	0.25	12	3	12	3
20	Collect, track and maintain cost recovery and probationary fees.	OT	0.25	12	3	12	3 **
21	Develop and maintain vehicle files, including monthly mileage logs, repair records, registration, fuel reports, and home storage permit justifications. Submit monthly and annual reports.	OT	0.25	12	3	12	3
22	Create and maintain Travel Claim files for field staff, copy, file and submit Travel Expense Claims for staff.	OT	0.25	12	3	12	3 **
23	Order office supplies; maintain inventory list of supplies and ensure supplies are maintained.	OT	1	12	12	12	12
24	Schedule service repair calls for maintenance of office equipment. Coordinate monthly service maintenance.	OT	0.25	12	3	12	3 **
25	Track and maintain all case record retention schedules.	OT	0.10	12	1.20	12	1
	TOTALS		2.35	84	28	84	28

Enforcement -- Workload & Staffing Requirements, Northern CA

ATTACHMENT 1

Dental Board of California		1.0 OT(T)		FY 2013-14		FY 2014-15	
Line#	Procedures	Work Performed By	Hours Per Task	Workload Volume	Total Hours	Workload Volume	Total Hours
Email and Written Correspondence							
26	Prepare enforcement correspondence on new investigative cases for review and approval of Investigators and/or Enforcement Management.	OT	0.10	255	25.5	255	25.5
	TOTALS		0.10	255	25.50	255	25.5
Mail							
27	Receive and process all in-coming and outgoing mail, sort, time stamp, and distribute to appropriate staff. Process cost recovery, probationary checks.	OT	0.10	6,375	638	6,375	638
28	Prepare miscellaneous packages for courier express mail.	OT	0.05	12	0.6	12	0.6
29	Copy and prepare case files for Board meetings.	OT	16	4	64	4	64
30	Copy and prepare mail votes to Board members.	OT	1	36	36	36	36
	TOTALS		17.15	6,427	738.10	6,427	738.10
Filing							
31	Prepare and maintain original investigative files, to include purging closed investigation file work.	OT	0.50	1,000	500	1,000	500
32	Retrieve and purge files pursuant to Records Retention Schedule, record destruction in database, document completed destruction orders per state mandates.	OT	1	12	12	12	12
33	File vehicle records, travel claims, and all other month-end documents.	OT	0.5	12	6	12	6
34	Meet with Supervisor to discuss deposition of investigative file.	OT	0.10	12	1.20	12	1
	TOTALS			1,036	519	1,036	519
	GRAND TOTALS	-		13,028	3,351	13,112	3,351

** Currently being done by other staff due to shortage

Breakdown of Hours by Position :

	FY 2014-15 Position	PY	HOURS	PY	HOURS
Requested Position Workload	OT(T)	1.0	3,351	1.0	3,351

TIME KEY	Hours	Min
	1.00	60.00
0.50	30.00	
0.33	20.00	
0.25	15.00	
0.20	12.00	
0.15	9.00	
0.10	6.00	
0.05	3.00	

Conversion of Hrs to Min.

NOTES: 1,776 Hrs is equivalent to one FT position

Enforcement -- Workload & Staffing Requirements, Southern CA

ATTACHMENT 1

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23	Order office supplies; maintain inventory list of supplies and ensure supplies are maintained.	OT	1	12	12	12	12
24	Schedule service repair calls for maintenance of office equipment. Coordinate monthly service maintenance.	OT	0.25	12	3	12	3 **
25	Track and maintain all case record retention schedules.	OT	0.10	12	1.20	12	1
TOTALS			2.35	84	28	84	28

Email and Written Correspondence								
26	Prepare enforcement correspondence on new investigative cases for review and approval of Investigators and/or Enforcement Management	OT	0.10	255	25.5	255	25.5	**
TOTALS				0.10	255	25.50	255	25.5
Mail								
27	Receive and process all in-coming and outgoing mail, sort, time stamp, and distribute to appropriate staff. Process cost recovery, probationary checks	OT	0.10	6,375	638	6,375	638	
28	Prepare miscellaneous packages for courier express mail.	OT	0.05	12	0.6	12	0.6	
29	Copy and prepare case files for Board meetings.	OT	16	4	64	4	64	**
30	Copy and prepare mail votes to Board members.	OT	1	36	36	36	36	**
TOTALS				17.15	6,427	738.10	6,427	738.10
Filing								
31	Prepare and maintain original investigative files, to include purging closed investigation file work.	OT	0.50	1,000	500	1,000	500	**
32	Retrieve and purge files pursuant to Records Retention Schedule, record destruction in database, document completed destruction orders per state mandates.	OT	1	12	12	12	12	
33	File vehicle records, travel claims, and all other month-end documents	OT	0.5	12	6	12	6	
34	Meet with Supervisor to discuss deposition of investigative file	OT	0.10	12	1.20	12	1	
TOTALS				1,036	519	1,036	519	
GRAND TOTALS				13,028	3,351	13,112	3,351	

** Currently being done by other staff due to shortage

Breakdown of Hours by Position :

	FY 2014-15 Position	PY	HOURS	PY	HOURS
Requested Position Workload	OT(T)	1.0	3,351	1.0	3,351

TIME KEY	Hours	Min
		1.00
	0.50	30.00
	0.33	20.00
	0.25	15.00
	0.20	12.00
	0.15	9.00
	0.10	6.00
	0.05	3.00

Conversion of Hrs to Min.

NOTES: 1,776 Hrs is equivalent to one FT position

0741 - Dental Board of California Analysis of Fund Condition

8/28/2015

(Dollars in Thousands)

2015 Budget Act + BCP

	ACTUAL 2014-15	CY 2015-16	BY 2016-17	BY+1 2017-18
BEGINNING BALANCE	\$ 6,086	\$ 5,634	\$ 4,603	\$ 3,261
Prior Year Adjustment	\$ -27	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 6,059	\$ 5,634	\$ 4,603	\$ 3,261
REVENUES AND TRANSFERS				
Revenues:				
125600 Other regulatory fees	\$ 77	\$ 60	\$ 60	\$ 60
125700 Other regulatory licenses and permits	\$ 957	\$ 751	\$ 751	\$ 751
125800 Renewal fees	\$ 9,159	\$ 9,889	\$ 9,889	\$ 9,889
125900 Delinquent fees	\$ 87	\$ 66	\$ 66	\$ 66
131700 Misc. Revenue from Local Agencies	\$ 1	\$ 1	\$ 1	\$ 1
141200 Sales of documents	\$ -	\$ -	\$ -	\$ -
142500 Miscellaneous services to the public	\$ -	\$ -	\$ -	\$ -
150300 Income from surplus money investments	\$ 13	\$ 5	\$ 10	\$ 5
150500 Interest Income From Interfund Loans	\$ -	\$ -	\$ -	\$ -
160100 Attorney General Proceeds	\$ 2	\$ 2	\$ 2	\$ 2
160400 Sale of fixed assets	\$ -	\$ -	\$ -	\$ -
161000 Escheat of unclaimed checks and warrants	\$ 4	\$ 4	\$ 4	\$ 4
161400 Miscellaneous revenues	\$ 3	\$ 3	\$ 3	\$ 3
164300 Penalty Assessments	\$ -	\$ -	\$ -	\$ -
Totals, Revenues	\$ 10,303	\$ 10,781	\$ 10,786	\$ 10,781
Transfers from Other Funds				
F00001 Repayment Per Item 1250-011-0741, Budget Act of 2003	\$ -	\$ -	\$ -	\$ -
Totals, Revenues and Transfers	\$ 10,303	\$ 10,781	\$ 10,786	\$ 10,781
Totals, Resources	\$ 16,362	\$ 16,415	\$ 15,389	\$ 14,042
EXPENDITURES				
Disbursements:				
0840 State Controller (State Operations)	\$ 1	\$ 1	\$ 1	\$ 1
8880 Financial Information System of California (State Operations)	\$ 10	\$ 23	\$ 23	\$ 23
1110 Program Expenditures (State Operations)	\$ 10,717	\$ 12,788	\$ 13,103	\$ 13,365
Estimated Savings		\$ -1,000	\$ -1,000	\$ -1,000
Total Disbursements	\$ 10,728	\$ 11,812	\$ 12,128	\$ 12,390
FUND BALANCE				
Reserve for economic uncertainties	\$ 5,634	\$ 4,603	\$ 3,261	\$ 1,652
Months in Reserve	5.7	4.6	3.2	1.5

NOTES:

- ASSUMES WORKLOAD AND REVENUE PROJECTIONS ARE REALIZED IN BY+1 AND ON-GOING.
- ASSUMES APPROPRIATION GROWTH OF 2% PER YEAR BEGINNING IN BY+1
- ASSUMES INTEREST RATE AT 0.3%.