

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

Fiscal Year 2016-17	Business Unit <del>1110</del> 1111	Department Consumer Affairs	Priority No. 1
Budget Request Name 1110-007-BCP-BR-2016-GB 1111		Program 1115- Board of Behavioral Sciences	Subprogram

Budget Request Description  
 Increased position authority in the Licensing and Examination Units

**Budget Request Summary**

The Board of Behavioral Sciences (Board) is requesting special fund expenditure authorization in the amount of \$557,000 in FY 2016-17 and \$533,000 ongoing for 8.0 positions in the Licensing and Examination Units. The Board is also requesting an increase in time base for a half time (.5) position in the Licensing Unit. The increase in time base will be funded via internal redistribution of existing resources.

Approval of this request provides the Board sufficient resources to address the ongoing and steady increase of applications, continue its efforts to reduce and maintain reasonable processing times, requests for testing accommodations pursuant to the American Disabilities Act, and avoids serious delays in processing applications in the Licensing and Examination Unit.

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 No	Code Section(s) to be Added/Amended/Repealed		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>Kenn Madson</i>	Date 12/9/15	Reviewed By <i>Mark M. Ito</i>	Date 12/9/15
Department Director <i>Thomas Carosone for</i>	Date 12.9.2015	Agency Secretary <i>David Podster</i>	Date 12/10/15

**Department of Finance Use Only**

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

BCP Type:  Policy  Workload Budget per Government Code 13308.05

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

# BCP Fiscal Detail Sheet

BCP Title: Behavioral Sciences - Increase Position Authority in the Licensing and Exam Units

DP Name: 1111-007-BCP-DP-2016-GB

## Budget Request Summary

	FY16					
	CY	BY	BY+1	BY+2	BY+3	BY+4
Positions - Permanent	0.0	8.5	8.5	8.5	8.5	8.5
<b>Total Positions</b>	<b>0.0</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>
Salaries and Wages						
Earnings - Permanent	0	309	309	309	309	309
<b>Total Salaries and Wages</b>	<b>\$0</b>	<b>\$309</b>	<b>\$309</b>	<b>\$309</b>	<b>\$309</b>	<b>\$309</b>
Total Staff Benefits	0	216	216	216	216	216
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$525</b>	<b>\$525</b>	<b>\$525</b>	<b>\$525</b>	<b>\$525</b>
Operating Expenses and Equipment						
5301 - General Expense	0	6	6	6	6	6
5302 - Printing	0	-5	-5	-5	-5	-5
5304 - Communications	0	-5	-5	-5	-5	-5
5306 - Postage	0	5	5	5	5	5
5320 - Travel: In-State	0	1	1	1	1	1
5322 - Training	0	2	2	2	2	2
5344 - Consolidated Data Centers	0	4	4	4	4	4
5368 - Non-Capital Asset Purchases - Equipment	0	24	0	0	0	0
<b>Total Operating Expenses and Equipment</b>	<b>\$0</b>	<b>\$32</b>	<b>\$8</b>	<b>\$8</b>	<b>\$8</b>	<b>\$8</b>
<b>Total Budget Request</b>	<b>\$0</b>	<b>\$557</b>	<b>\$533</b>	<b>\$533</b>	<b>\$533</b>	<b>\$533</b>

## Fund Summary

Fund Source - State Operations						
0773 - Behavioral Science Examiners Fund, Professions and Vocations Fund	0	557	533	533	533	533
<b>Total State Operations Expenditures</b>	<b>\$0</b>	<b>\$557</b>	<b>\$533</b>	<b>\$533</b>	<b>\$533</b>	<b>\$533</b>
<b>Total All Funds</b>	<b>\$0</b>	<b>\$557</b>	<b>\$533</b>	<b>\$533</b>	<b>\$533</b>	<b>\$533</b>

## Program Summary

Program Funding						
1115 - Board of Behavioral Sciences	0	557	533	533	533	533
<b>Total All Programs</b>	<b>\$0</b>	<b>\$557</b>	<b>\$533</b>	<b>\$533</b>	<b>\$533</b>	<b>\$533</b>

**Personal Services Details**

Positions	Salary Information			CY	BY	BY+1	BY+2	BY+3	BY+4
	Min	Mid	Max						
1139 - Office Techn (Typing) (Eff. 07-01-2017)				0.0	2.0	2.0	2.0	2.0	2.0
1379 - Office Asst (Typing) (Eff. 07-01-2017)				0.0	2.0	2.0	2.0	2.0	2.0
5157 - Staff Svcs Analyst (Gen) (Eff. 07-01-2017)				0.0	1.0	1.0	1.0	1.0	1.0
5278 - Mgmt Svcs Techn (Eff. 07-01-2017)				0.0	3.5	3.5	3.5	3.5	3.5
<b>Total Positions</b>				<b>0.0</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>
Salaries and Wages	CY	BY	BY+1	BY+2	BY+3	BY+4			
1139 - Office Techn (Typing) (Eff. 07-01-2017)	0	74	74	74	74	74			
1379 - Office Asst (Typing) (Eff. 07-01-2017)	0	62	62	62	62	62			
5157 - Staff Svcs Analyst (Gen) (Eff. 07-01-2017)	0	45	45	45	45	45			
5278 - Mgmt Svcs Techn (Eff. 07-01-2017)	0	128	128	128	128	128			
<b>Total Salaries and Wages</b>	<b>\$0</b>	<b>\$309</b>	<b>\$309</b>	<b>\$309</b>	<b>\$309</b>	<b>\$309</b>			
Staff Benefits									
5150350 - Health Insurance	0	105	105	105	105	105			
5150500 - OASDI	0	23	23	23	23	23			
5150600 - Retirement - General	0	78	78	78	78	78			
5150800 - Workers' Compensation	0	10	10	10	10	10			
<b>Total Staff Benefits</b>	<b>\$0</b>	<b>\$216</b>	<b>\$216</b>	<b>\$216</b>	<b>\$216</b>	<b>\$216</b>			
<b>Total Personal Services</b>	<b>\$0</b>	<b>\$525</b>	<b>\$525</b>	<b>\$525</b>	<b>\$525</b>	<b>\$525</b>			

## Analysis of Problem

### A. Budget Request Summary

The Board of Behavioral Sciences (Board) is requesting special fund expenditure authorization in the amount of \$557,000 in FY 2016-17 and \$533,000 ongoing for 8.0 positions in the Licensing and Examination Units. The Board is also requesting an increase in time base for a half time (.5) position in the Licensing Unit. The increase in time base will be funded via internal redistribution of existing resources.

Approval of this request provides the Board sufficient resources to address the ongoing and steady increase of applications, continue its efforts to reduce and maintain reasonable processing times, requests for testing accommodations pursuant to the American Disabilities Act, and avoids serious delays in processing applications in the Licensing and Examination Unit.

### B. Background/History

Healthy individuals, healthy families and healthy relationships are inherently beneficial and crucial to a healthy society. Consequently, the Board, a state governmental consumer protection agency, was given the authority to issue licenses to the following mental health professionals in an effort to provide crucial support for the well-being of the people of the State of California. Business and Profession Code of California, Chapters 13 through 16, gives the Board the authority to issue licenses for Licensed Marriage and Family Therapists ("LMFT"), Licensed Clinical Social Workers ("LCSW"), Licensed Educational Psychologists ("LEP") and Licensed Professional Clinical Counselors ("LPCC"). Currently, the Board has over 102,000 licensees and registrants.

The Board's licensing and registrant population has steadily increased over the past six years. As of June 30, 2015, the Board has over 102,000 licensees and registrants. The Board's licensee and registrant population has increased 29% in the past six years; 16% since 2012/2013. The rising number of licensees and registrants directly impacts the volume of mail, applications, requests for address and name changes, database file entry and maintenance (BreZze), the number of licensee and applicant files (maintenance included), certification of licensure requests, and phone and email inquiries for assistance.

Total Licensee/Registrants							
	2009/10	2010/11	2011/12	2012/13	2013/14	2014/2015	6yr increase
LMFT	31,046	31,570	32,546	33,713	37,920	38,327	19%
LCSW	18,283	18,724	19,470	20,076	22,607	22,835	20%
LPCC	0	0	61	61	1,260	1,281	95%
LEP	18,33	1,816	1,821	1,813	2,140	2,142	15%
MFTI	12,907	13,901	15,358	16,385	19,170	19,307	33%
ASW	8,613	9,332	10,139	10,714	14,112	14,463	40%
PCI	0	0	41	273	1,102	1,197	97%
PCE	0	2,528	2,587	2,646	2,998	2,850	11%
<b>Yr totals</b>	<b>72,682</b>	<b>77,871</b>	<b>82,023</b>	<b>85,681</b>	<b>101,309</b>	<b>102,402</b>	<b>29%</b>

Additionally, the implementation of the Board's Examination Restructure on January 1, 2016, guarantees the Board will see a significant increase in phone calls, applications for the Law and Ethics examination, and general mail. Under the new examination process, all Board registrants are required to take and pass a Law and Ethics examination. Registrants must take the Law and Ethics examination at least once a year to renew their registration. Currently, the Board has over 34,000 registrants who will be required to submit an application to take the Law and Ethics examination. Registrants who are not successful in the Law and Ethics examination will have the opportunity to retake the Law and Ethics

## Analysis of Problem

examination every 90 days. The Board estimates that it will receive over 61,000 applications (initial examination application and retake applications) within the first year of the new examination restructure and over 31,000 ongoing.

	2015/2016	2016/2017	2017/2018
Initial Registrants*	8,627	9,317	10,062
Existing Registrants required to take exam	30,634	15,704	10,008
Total first exam	39,261	25,021	20,070
first retake app**	15,704	10,008	8,028
subsequent retake app **	6,282	4,003	3,211
Total exam apps recvd annually	61,247	39,032	31,309
*includes MFTI, ASW, PCI - figures assumes 8% annual increase			
** assumes 60% pass rate			

The Board also has seen significant growth in the LPCC and LCSW/ASW licensure programs. The first LPCC graduates from California schools will begin in the spring of 2015. The Board estimates that LPCC graduates from 57 California schools will add another 1,500 to 2,000 LPCC intern applications. Since the beginning of the LPCC licensure program in FY 2011/2012, the volume of LPCC intern applications has increased 342%. The additional 1,500 to 2,000 applications due to California LPCC graduates represent a 264% to a 351% since fiscal year 2013/2014. The ongoing volume of LPCC Examination applications will also increase as the number of California LPCC intern applications increase.

### LPCC Application Volumes

Workload Measure	2011-12	2012-13	2013-14	Overall % Increase
LPCC Grandparent Applications	3,433	n/a	n/a	n/a
PCCI Intern Applications	166	398	569	342%
LPCC Exam Applications (Traditional)	45	57	72	160%

Applications to the Board's LCSW/ASW licensure program also increased in the past five years. Yet, one Licensing Evaluator position in the LCSW/ASW unit was reduced from full time to part time during this same time period. However, this .5 MST Licensing Evaluator position's workload did not decrease. In the past five years, LCSW and ASW application volumes have increased 14% and 41% respectively.

This creates a situation in which processing times are affected simply because this .5 MST Licensing Evaluator cannot evaluate applications every day. Further, this workload cannot be assigned to existing staff without adversely impacting their processing times. A part time position to address ongoing and increasing workload is not sustainable.

### LCSW/ASW Application Volumes

Workload Measure	2009-10	2010-11	2011-12	2012-13	2013-14	Overall % Increase
ASW Applications	2,161	2,425	2,890	2,886	3,051	41%
LCSW Exam Applications	1,333	1,334	1,437	1,583	1,527	14%

With the increasing volume of Law and Ethic examinations, the Board will see an increase in requests for testing accommodations. The Board must adhere to its responsibilities under the Federal Americans with Disabilities Act and the California Fair Employment and Housing Act by providing testing accommodations or auxiliary aids or services for applicant who can substantiate the need for the accommodation due to a physical or mental disability or a qualified medical condition. Once a request for a testing accommodation is approved, the accommodation remains in effect until the Board receives

## Analysis of Problem

an updated request from the applicant or the applicant passes all licensure examinations. Chart A reflects the current volume of requests for testing accommodations.

Since 2012, requests for testing accommodations have increased 361%. Chart B reflects the estimated number of candidates that will request testing accommodations after the Board's Examination Restructure is implemented. The Board estimates it will receive over 3,300 requests, a 318% increase since 2014. All requests are currently processed by one (1) MST who cannot absorb the additional workload.

Chart A

Request For Examination Accommodation			
2012	2013	2014	2015
175	155	806	1,104*

*2015 data estimated based on monthly year to date requests*

Chart B

Estimated Testing Accommodation Requests after 1/1/2016	
Total Registrants	36,908
Registrants estimated in exam cycle (17%)	6,274
Registrants not in exam cycle that will apply	30,634
Registrants that will request accommodation (est.11%)	3,370
Increase in accommodation requests since 2014	318%

Although the Board was successful in obtaining new positions in 2014/2015, the rising number of Board licensees and registrants, the corresponding increase in workload, and the application backlog compelled the Board to seek available alternatives to address the increasing workload and eliminate the application backlog. Existing staff simply could no longer keep pace with the increasing volume of workload and maintain reasonable processing times.

To address this situation, the Board began using temporary help for assistance. Specifically, the Board entered into a contract with the Department of Consumer Affairs (DCA) for three employees from another DCA department. The Board is currently assuming all costs associated with these three reassigned positions through the redirection of resources.

Comparison of processing times		
	7/23/2014	6/30/2015
MFTI	13 days	12 days
ASW	25 days	11 days
PCI	56 days	16 days
LMFT	201 days	51 days
LCSW	141 days	49 days
LPCC *	N/A	5 days
LEP	22 days	9 days

\* started tracking 10/2014

## Analysis of Problem

### Resource History (Dollars in Thousands)

Program Budget	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Authorized Expenditures	\$7,941	\$7,722	\$8,028	\$8,191	\$9,358	\$10,123
Actual Expenditures	\$6,749	\$7,290	\$7,394	\$7,731	\$9,034	\$10,123
Revenues	\$6,366	\$7,791	\$7,088	\$7,994	\$9,405	\$8,750
Authorized Positions	42.4	42.3	40.7	40.7	48.2	51.2
Filled Positions	33.6	37.6	40.0	37.8	46.7	48.7
Vacancies	8.8	4.7	0.7	2.9	1.5	2.5

### C. State Level Considerations

The Board is a licensing and consumer protection agency. Its mission is to protect and serve Californians by setting, communicating, and enforcing standards for safe and competent mental health practice. Without sufficient resources to carry out the Board's mission, the Board is unable to ensure its effectiveness as a consumer protection agency, which ultimately reflects negatively on the Board, and the State of California.

### D. Justification

The Board's request for 8.0 positions is crucial to the successful implementation of the Examination Restructure and to maintain reasonable processing times for all applications. Of the 8.0 requested positions, 6.0 positions are currently temporary, seasonal, or limited term staff for which the Board is currently funding through a redirection of its resources. The Board is concerned that its increased BreEZe costs will jeopardize its ability to continue to fund these positions. The Board's BreEZe costs will increase 94% in 2015/2016; rising from \$482,249 in FY 2014/15 to \$938,109 in 2015/16 and to \$990,811 in 2016/17. Therefore, it is uncertain if the Board could continue to fund temporary and seasonal staff through the redistribution of resources.

Two positions are new positions requested to ensure the successful implementation of the Examination Restructure. As mentioned previously, the Examination Restructure requires **all Board registrants** (currently over 34,000) to take the law and ethics examination within the first year of registration. This will be a new and significant increase in the Board's workload which cannot be absorbed by existing staff. So that all examination candidates are able to schedule their examinations timely, receive the requested special accommodations to test, and to remain in compliance with the law, it is essential that the Board process all Law and Ethics Examination applications expeditiously.

The Board received additional positions in the 2014/2015 budget year; however, these positions were requested to address existing workload. The request also did not account for the Board's increasing application volume and subsequent backlog, which was a result of several simultaneous events (furloughs, vacancies, hiring freeze) or the anticipated application volume due to the Examination Restructure.

The Board's ability to significantly reduce its severe application backlog would not have been possible without the assistance of the temporary, limited term and seasonal staff. The temporary and limited term positions have allowed the Board's Licensing Evaluators to focus solely on evaluating applications. As a result, the Board has reduced application processing times from nearly 7 months to less than 60 days. However, continued use of temporary and limited term staff for ongoing and increasing workload is a significant risk to the Board's operations if these positions are eliminated.

## Analysis of Problem

Application Volumes (does not include renewals)

	2009/10	2010/11	2011/12	2012/13	2013/14	5 yr increase
LMFT	1919	2002	2230	2378	2812	47%
LCSW	1333	1331	1454	1583	1877	41%
LPCC	0	0	3773	57	87	-98%
LEP	128	113	106	104	112	-13%
MFTI	3432	3696	4205	4382	6014	75%
ASW	2161	2431	2916	2886	4481	107%
PCI	0	0	187	398	774	314%
PCE	292	266	265	262	314	8%
Exam Apps	3625	3724	4341	4023	4124	14%
Yr totals	12890	13563	19477	16073	20595	60%
2011/2012 LPCC program began. Total includes one time "grandparent applications"						

If the Board were to lose its temporary and limited term staff, the Board would be required to redirect resources from other mission critical areas to account for the increased workload. This would not be consistent with the Board's mission of protecting the public.

Without the requested staff resources, the Board's processing times will dramatically increase due to the implementation of the Board's Examination Restructure and the increasing licensee and registrant population. As noted previously, the Board estimates it will receive over 60,000 applications for the Law and Ethics examination in addition to its current overall application volume of over 20,000 applications.

Moreover, the Board processing time increase will be alarmingly higher than the previous backlog (over 7 months) and will be impossible to recover from. Registrants will be unable to enter the examination cycle and consequently, unable to renew their registration, and ultimately, may lose their employment. Further, these same registrants will be resubmitting new applications to re-enter the examination process which will create a duplicative workload that will only add to the growing backlog simply because the Board does not have staff sufficient resources.

Another severe application backlog immediately following one from which the Board is just now recovering from and is possible to avoid; will ultimately create an untenable situation for the Board. Consequently, the Board and the State of California will be placed in detrimental situation that will draw negative media attention and will prevent otherwise qualified applicants from entering the examination process and mental health profession.

The Board's Strategic Plan 2014-17 states that the objective of the Board's Licensing Program is to establish licensing standards to protect consumers and allow reasonable and timely access to the profession. Licensing Goal 1.1 states that the Board shall "Identify and implement improvements to the licensing process to decrease application processing times." This proposal ensures the Board achieves this strategic goal.

The requested positions will function in the following capacities.

### 1.0 Staff Services Analyst (SSA)

The SSA will evaluate incoming LPCC intern applications. The first LPCC graduates from California schools will apply in the spring of 2015. The Board anticipates that the LPCC application volume will significantly increase in the coming years. Since the beginning of the LPCC licensure program in FY

## Analysis of Problem

2011/2012, the volume of LPCC intern applications has increased 342%. Currently, these duties are performed by a reassigned staff member from DCA.

### 3.5 Management Services Technician (MST)

#### Licensing

- .5 Position authority increase – This position was previously a full time position but was reduced as a result of position reductions. The MST will evaluate all LCSW and Associate Social Worker (ASW) applications. Prior to budget constraints this was a full time position and the workload has not decreased. In the past five years, LCSW and ASW applications have increased 14% and 41% respectively.
- 1.0 MST (limited term position received in FY 2014/2015) will evaluate all LPCC examination eligibility applications and verify the LPCC applicant has completed the requisite training and education to treat families and couples.
- 1.0 MST (Licensing) will respond to all requests for address and name changes, update the BreEZe database, complete licensure file maintenance in accordance with the Board's record retention schedule, resolve licensure hold requests, and assist stakeholders in establishing their personal BreEZe account. All of these duties are currently performed by the two reassigned staff from DCA.

#### Examination

- 1.0 MST (Examination) will evaluate and approve all requests for testing accommodations pursuant to the American Disabilities Act. Due to the Board's Examination Restructure, the Board estimates a significant increase in requests for testing accommodations.

### 2.0 Office Technicians Licensing

- 1.0 Office Technician – The OT will assist the existing Board cashier and process all Law and Ethics examination applications. The Board estimates that in the first year implementation of its Examination Restructure, the Board will receive over 61,000 applications and over 31,000 ongoing. These volumes will be in addition to the Board's existing application volume (over 20,000).
- 1.0 Office Technician – The OT will prepare all incoming application for initial registration and renewal for the cashiering unit. The OT will also assist the Board's existing OT and answer all incoming phones and provide front counter assistance.

### 2.0 Office Assistants Licensing

The 2.0 OAs will open, sort, prioritize, and distribute all incoming Board mail. These duties are currently performed by one (1) 2-year limited term OA. The volume of mail generated by the Board's Examination Restructure coupled with the Board's existing volume will exceed the capacity of the Board's current resources. A large percentage of the Board's mail is time sensitive (renewals, investigation documents, disciplinary documents, re-examination applications). Therefore, daily processing of all mail received is imperative to meet the deadlines associated with these documents and to avoid adversely impacting licensees and registrants.

## E. Outcomes and Accountability

As outlined in the Board's Strategic Plan, this proposal is a priority to the Board to ensure all services are delivered efficiently and consistently. The Board's progress and performance will be reported at all quarterly Board meetings.

## F. Analysis of All Feasible Alternatives

**Alternative 1** – Approve \$557,000 in FY 2016-17 and \$533,000 ongoing to fund a 1.0 SSA, 3.0 MSTs, 2.0 OTs and 2.0 OAs; and also approve an increase in time base for a half time (.5) position in the Licensing Unit. The increase in time base will be funded via internal redistribution of existing resources.

## Analysis of Problem

Pro: Approval of the Board's request ensures that the Board will have sufficient resources to maintain and reduce current application processing times as well as address the additional workload generated by the Examination Restructure.

Con: Not approving this alternative would create catastrophic backlogs in all Board programs that adversely impact applicants, registrants, and ultimately Californians seeking mental health services.

**Alternative 2** – Approve \$377,000 in FY 2016-17 and \$353,000 and ongoing to fund a 1.0 OT, 1.0 OA, 2.0 MSTs, and 1.0 SSA. Approve position authority for a 0.5 MST in Licensing and expect the Board to continue to redirect resources to fund the current temporary positions.

Pro: Approval of the Board's request ensures that the Board will have sufficient resources to maintain and reduce current application processing times as well as address the additional workload generated by the Examination Restructure.

Con: This request provides the Board additional resources, but is a potential risk if the Board cannot continue to redirect budgetary resources to fund unfunded positions.

**Alternative 3** – Approve the 1.0 OT for Cashiering, 1.0 OA for Licensing, 1.0 MST for Examination, and a 0.5 MST for Licensing and add an additional funding of \$621,000 in 2016/2017 and \$597,000 ongoing to the Board's temporary help budget for the Board to utilize part-time, intermittent staff to process the new and increased workload in the Board's programs.

Pro: Approval of the Board's request ensures that the Board will have sufficient resources to maintain and reduce current application processing times as well as address the additional workload generated by the Examination Restructure.

Con: This alternative will pose a risk in that the ongoing and increasing workload requires permanent full time positions. Moreover, the intent of temporary help is to address a short term workload issue; not ongoing workload.

**Alternative 4** – Approve the 1.0 OT for Cashiering, 1.0 OA for Licensing, and 1.0 MST for Examination and allow the reassigned and limited term positions to expire and continue with the half time evaluator in the LCSW/ASW Unit.

Pro: This alternative would provide the Board with additional resources to assist in the workload associated with the Board's examination restructure albeit not at the staffing level necessary to maintain the increasing workload.

Con: This alternative would be irresponsible and will result in the return of backlogs to the Board's licensing unit. This alternative serves to undermine the Board's responsibility to remove barriers imposed by lengthy processing times and creates an untenable situation for the Board and the State of California.

### G. Implementation Plan

Upon approval of the request, the Board will implement the steps necessary to convert limited term positions to permanent positions; increase the time base for the half-time position to full time; and initiate the recruitment process for additional positions.

### H. Supplemental Information

None

### I. Recommendation

The Board recommends alternative number 1. This alternative ensures the Board has sufficient resources to address current workload volumes and the new workload created as a result of the Board's Examination Restructure.





**Board of Behavioral Sciences**

Workload for 2.0 Office Assistants - 2.0 net need

Working Title: Mail Assistant

Duties	No, of times performed annually	Amount of time to perform once (in hours)	Total time (year)
Open and sort mail (average 400 pieces per day)	52000	0.05	2600
Prioritize and distribute mail (average 400 pieces per day)	52000	0.03	1560
Return applications no longer accepted by the Board	260	0.1	26
Assist with all board mail outs (meeting agendas, regulation notices, etc)	15	1	15
Total Hours Per Year			4201
		Positions	2.39
		Existing Positions	0
		Requested Position	2

**Board of Behavioral Sciences**

Workload for 2.0 Management Services Technician - 1.0 net need

Working Title: Special Accommodation Technician

Duties	No. of times performed annually	Amount of time to perform once (in hours)	Total time (year)
Review candidate request for testing accommodation, verify request consistent with ADA requirements*	4400	0.30	1320
Review all supporting documentation for requested accommodation	4400	0.30	1320
Prepare written correspondence to request additional documentation, if needed	200	0.15	30
Determine appropriate accommodations and prepares written notification to send to examination candidate	4400	0.20	880
Coordinate accommodation with testing vendor and Office of Professional Examination Services	4400	0.15	660
Enters approved accommodations in Board database and maintains physical file	4400	0.10	440
Respond to phone calls from examination candidates requesting accommodations	300	0.10	30
Respond to all emails from examination candidates requesting accommodations	500	0.10	50
Researches and responds to all complaints/concerns related to testing accommodations	100	0.30	30
Prepares all physical accommodation files for destruction once a candidate has been licensed	100	0.15	15
Reviews and revises all existing accommodation requests upon receipt of modification of existing accommodation	50	0.30	15
Consult with Board Management and Legal Counsel regarding accommodation request	50	0.20	10
Participate in various meetings	6	1.00	6
Total Hours Per Year			4800
		Positions	2.73
		Existing Positions	1
		Requested Position	1

\*Total based on number of requests the Board receives annually (1104) plus the estimated 3300 requests received due to the Examination Restructure.



**Board of Behavioral Sciences**

Workload for 1.0 Management Services Technician - 1.0 net need

Working Title: LPCC Licensing Evaluator

Duties	No, of times performed annually	Amount of time to perform once (in hours)	Total time (year)
Evaluate LPCC examination eligibility applications to confirm education	400	1.00	400
Evaluate LPCC post degree supervised experience and ratios	400	1.00	400
Prepare written notificatio to applicants of deficiencies	200	0.20	40
Re-evaluate deficiencies when additional documentation is received	200	0.35	70
Evaluate LPCC specialty applications	500	1.00	500
Prepares written verification that LPCC has MFT experience and education	400	0.45	180
Abandon applications that have not complied with requirements	100	0.20	20
Respond to phone inquires	175	0.20	35
Respons to emails	200	0.20	40
Respond to Webmaster emails	600	0.20	120
Respond to public counter inquires	30	0.25	7.5
Exam eligibility lists and pass/fail lists (twice a week)	104	0.45	46.8
Refer fraudulent applications to Enforcement Unit	10	0.15	1.5
Participate in meetings	12	1.00	12
Pull, prepare files and filing of paperwork	52	0.30	15.6
Work with nation testing vendor to resolve candidate concerns	50	0.30	15
Consult with Education Consultant and Management	50	0.30	15
Total Hours Per Year			1860.8
		Positions	1.06
		Existing Positions	0
		Requested Position	1

**Board of Behavioral Sciences**

Workload for 1.0 Office Technician - 1.0 net need

Working Title: Cashier

Duties	No. of times performed annually	Amount of time to perform once (in hours)	Total time (year)
Manually cashier initial registrant's Law & Ethics examination applications using BreEZe data system	8000	0.10	800
Manually cashier existing registrant's Law & Ethics examination applications using BreEZe data system	12000	0.10	1200
Manually cashier all re-take examination applications using BreEZe data system	10000	0.10	1000
Respond to email inquires	1000	0.10	100
Respond to phone calls	1000	0.10	100
Participate in meetings	6	1.00	6
Total Hours Per Year			3206
		Positions	1.82
		Existing Positions	0
		Requested Position	1

**Board of Behavioral Sciences**

Workload for 1.0 Staff Services Analyst - 1.0 net need

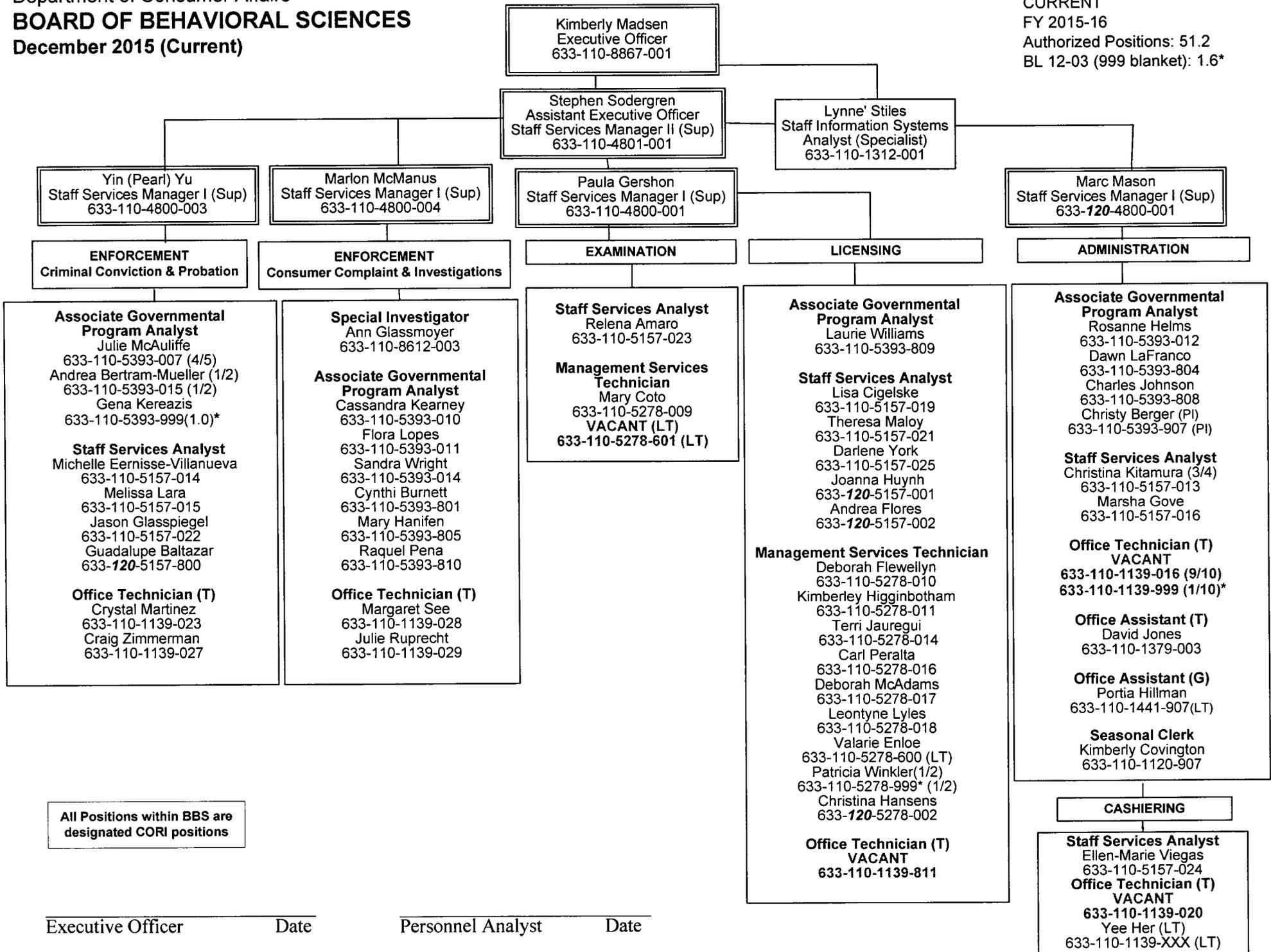
Working Title: LPCC Intern Analyst

Duties	No, of times performed annually	Amount of time to perform once (in hours)	Total time (year)
Evaluate LPCC Intern Application. Confirm educational qualifications*	2000	1.50	3000
Prepare written deficiency notice	400	0.30	120
Re-evaluate deficiencies when additional documentation is received	400	1.00	400
Approve application and prepare Law and Ethics exam eligibility notice	1600	0.30	480
Issue Intern Permit	1600	0.30	480
Abandon applications that have not complied with requirements	200	0.30	60
Evaluate LPCC second registration applications	100	0.30	30
Respond to phone inquiries	1300	0.10	130
Respond to Webmaster emails	1300	0.50	650
Respond to public counter inquiries	50	0.30	15
Participate in meetings	40	1.50	60
Pull, prepare files and filing paperwork	104	0.45	46.8
Attend Outreach events	2	8.00	16
Create Educational brochures for LPCC applicants	1	40.00	40
Consult with Education Consultant and Management	50	0.30	15
Total Hours Per Year			5487.8
		Positions	3.12
		Existing Positions	2
		Requested Position	1

\*Application total based on anticipated LPCC graduates from California schools. LPCC graduates from 57 California schools begin May 2015

Department of Consumer Affairs  
**BOARD OF BEHAVIORAL SCIENCES**  
 December 2015 (Current)

CURRENT  
 FY 2015-16  
 Authorized Positions: 51.2  
 BL 12-03 (999 blanket): 1.6\*



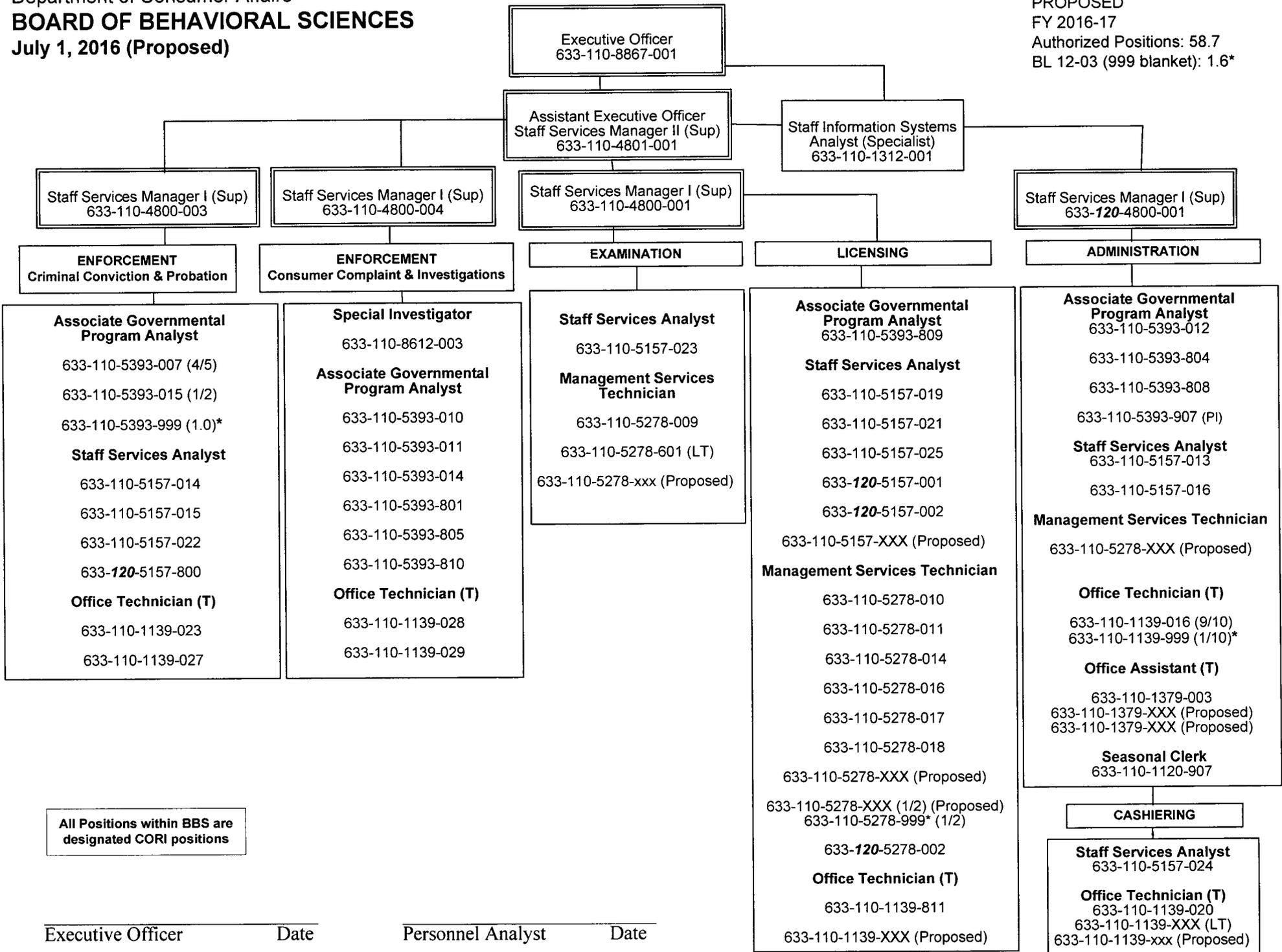
All Positions within BBS are designated CORI positions

Executive Officer \_\_\_\_\_ Date \_\_\_\_\_

Personnel Analyst \_\_\_\_\_ Date \_\_\_\_\_

Department of Consumer Affairs  
**BOARD OF BEHAVIORAL SCIENCES**  
 July 1, 2016 (Proposed)

PROPOSED  
 FY 2016-17  
 Authorized Positions: 58.7  
 BL 12-03 (999 blanket): 1.6\*



All Positions within BBS are designated CORI positions

Executive Officer \_\_\_\_\_ Date \_\_\_\_\_

Personnel Analyst \_\_\_\_\_ Date \_\_\_\_\_

# 0773 - Behavioral Science

## Analysis of Fund Condition

12/8/2015

(Dollars in Thousands)

### 2015-16 Budget Act w/ FY 2014-15 Actuals and Position Authority BCP

	ACTUAL 2014-15	Budget Act CY 2015-16	BY 2016-17	BY +1 2017-18
<b>BEGINNING BALANCE</b>	\$ 3,309	\$ 3,958	\$ 4,966	\$ 6,767
Prior Year Adjustment	\$ 119	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 3,428	\$ 3,958	\$ 4,966	\$ 6,767
<b>REVENUES AND TRANSFERS</b>				
Revenues:				
125600 Other regulatory fees	\$ 74	\$ 83	\$ 83	\$ 83
125700 Other regulatory licenses and permits	\$ 2,680	\$ 2,388	\$ 2,388	\$ 2,388
125800 Renewal fees	\$ 5,019	\$ 4,996	\$ 4,996	\$ 4,996
125900 Delinquent fees	\$ 90	\$ 72	\$ 72	\$ 72
141200 Sales of documents	\$ -	\$ -	\$ -	\$ -
142500 Miscellaneous services to the public	\$ -	\$ -	\$ -	\$ -
150300 Income from surplus money investments	\$ 9	\$ 2	\$ 1	\$ 10
150500 Interest interest from Interfund loans	\$ 321	\$ -	\$ -	\$ -
160100 Attorney General Proceeds of Anti-trust	\$ 1	\$ -	\$ -	\$ -
160400 Sale of fixed assets	\$ -	\$ -	\$ -	\$ -
161000 Escheat of unclaimed checks and warrants	\$ 3	\$ 3	\$ 3	\$ 3
161400 Miscellaneous revenues	\$ 4	\$ 4	\$ 4	\$ 4
Totals, Revenues	\$ 8,201	\$ 7,548	\$ 7,547	\$ 7,556
Transfers from Other Funds				
F00683 Teale Data Center (CS 15.00, Bud Act of 2005)	\$ -	\$ -	\$ -	\$ -
F00001 GF loan repayment per item 1170-011-0773 BA of 2002	\$ 1,000	\$ 3,600	\$ -	\$ -
F00001 GF loan repayment per item 1110-011-0773 BA of 2008	\$ -	\$ -	\$ 3,000	\$ -
F00001 GF loan repayment per item 1110-011-0773 BA of 2011	\$ -	\$ -	\$ 3,300	\$ -
Transfers to Other Funds				
T00001 GF loan per item 1170-011-0773 BA of 2002	\$ -	\$ -	\$ -	\$ -
T00001 GF loan per item 1110-011-0773 BA of 2008	\$ -	\$ -	\$ -	\$ -
T00001 GF loan per item 1110-011-0773 BA of 2011	\$ -	\$ -	\$ -	\$ -
Totals, Revenues and Transfers	\$ 9,201	\$ 11,148	\$ 13,847	\$ 7,556
Totals, Resources	\$ 12,629	\$ 15,106	\$ 18,813	\$ 14,323
<b>EXPENDITURES</b>				
Disbursements:				
8860 FSCU (State Operations)	\$ 1	\$ -	\$ -	\$ -
8880 Financial Information System for California	\$ 7	\$ 17	\$ -	\$ -
1110 Program Expenditures (State Operations)	\$ 8,663	\$ 10,123	\$ 11,489	\$ 10,532
Position Authority BCP	\$ -	\$ -	\$ 557	\$ 533
Total Disbursements	\$ 8,671	\$ 10,140	\$ 12,046	\$ 11,065
<b>FUND BALANCE</b>				
Reserve for economic uncertainties	\$ 3,958	\$ 4,966	\$ 6,767	\$ 3,258
<b>Months in Reserve</b>	4.7	4.9	7.3	3.6

NOTES:

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