

**BSD**

**Licensing Bureau Chief**

**Licensing Specialist A**

Process basic applications to licensure  
Endorsements  
Firms  
Collect all information required for license  
Renewals – notices & issuance  
Address changes  
Name changes  
License printing & mailing  
Records Management

**Licensing Specialist B**

Process Applications that require review

- License verifications – review/approve
- Experience evaluation
- Yes on discipline questions
- Supervision

Process non-routine applications

**Licensing Specialist C**

Process Applications that require research & analysis

- Evaluate transcripts
- Research residency programs – approve/validate
- Monitor supervision or trainees
- DD214 - analyze

**Audit/Education/SM E**

Level A  
Continuing Education Audit  
Continuing Education Approvals  
Profession Monitoring Program  
Certification and Insurance Audits, First aid, NCHU (OUT) Audits  
Internal Monitoring

Level B – (Professionals)  
Real Estate Appraisals  
Realty Audits  
Realty Education  
Nursing Educator

**Board Management Bureau Chief**

**Administrative Specialist A**

Level II

Non-Public and Public Board Books (redacted)  
Board meeting follow-up and follow through  
Forms development and maintenance (all Medias)  
Webpage content update  
Minutes  
Prepare Agendas  
Prepare Budgets info for review  
Correspondence

Level I

Meeting and travel arrangements  
Travel Expense Vouchers  
Treats and lunch coordination for board and screening meetings  
Technology (recorders, laptops, projectors, etc.)  
Scanning  
Examinations – Administer & Grade  
Records Management

**Administrative Specialist B (Executive Officer)**

Establish Agendas  
Presentations  
Newsletters/Articles  
Correspondence

Best practices  
Identify national/state trends and issues, scope of practice  
Sub-committee facilitation

Board Education  
Examinations – write/develop  
Department Liaison  
Networking

Implementing statutes & rules  
Implementing policies & procedures  
Draft rules & legislation  
Budgeting & Financial

Testifying – legislation, civil, criminal cases, administrative hearings  
Board representation – by board motion

**Operations Bureau Chief**

**Legal**

Investigators/ Inspectors – 10 FTE

Compliance Unit – 7 FTE

IT – 9 FTE

Training Unit -1 FTE

Fiscal / Admin 4 FTE

