



Oklahoma State Board of Osteopathic Examiners

MEMORANDUM

FROM: Search Committee
Osteopathic Board

TO: Applicants
Executive Director Position

DATE: September 6, 2023

SUBJECT: Application Instructions

Applicants,

Please review the following for instructions on application submittal.

All communication should be in writing to the following email address:

Kelsey.Devinney@osboe.ok.gov

Complete applications should include the following:

1. A cover letter with your full contact information
2. A Resume or Curriculum Vitae
3. A reference list which includes three (3) personal references and three (3) professional references with contact address, email address and telephone numbers
4. A completed Executive Director Applicant Questionnaire form. The form is provided. Feel free to reformat the spacing so the responses follow each question.

Email the completed application to:

Kelsey.Devinney@osboe.ok.gov

Application Deadline is 11/1/2023 at 4:00 p.m.



OKLAHOMA

State Board of
Osteopathic Examiners

Position Description

Executive Director- Oklahoma State Board of Osteopathic Examiners

Definition:

Under the direction of the Oklahoma State Board of Osteopathic Examiners, performs highly varied and complex administrative work supervising and directing the operation of a multifunctional operating unit, which is responsible for the licensing and professional discipline of Doctors of Osteopathic Medicine.

Examples of Work Performed:

- Directs an office for the purpose of the effective administration of the Oklahoma Osteopathic Medicine Act
- Supervises all subordinate personnel
- Directs processes for the efficient receipt, deposit and accounting for all funds associated with licensure, license renewal and other revenue generating functions of the Board
- Directs the preparation and administration of the Board's budget, financial statements, reconciliations and develops internal controls for the management of revenue and expenditure
- Attends all meetings of the Board, supervises preparation of the agenda and implements Board Decisions as they arise from deliberations of the Board
- Represents the Board at various local, state, and national meetings
- Acts as liaison with other state and federal agencies, osteopathic medical organizations, and other entities
- Directs all investigations; may participate in document and witness preparation.

Knowledge and Skills:

- Knowledge of all state and federal laws, rules and regulations related to the practice of osteopathic medicine and the operation of Oklahoma State Government, specifically the Open Meetings Act, Open Records Act and Administrative Procedures Act in order to disseminate information accurately

- Knowledge of the principles of management, public administration, personnel supervision, and agency fiscal performance
- Knowledge of the process of health care delivery
- Knowledge of the process of professional licensure and professional discipline
- Skill in the identification and analysis of all matters related to the effective operation of the Board
- Skill in research and reporting
- Skill in communication: both written and verbal
- Skill in responsible decision making

Education and Experience:

Completion of the curriculum requirements for a minimum of a baccalaureate degree. Preference given, but not required, for degrees in law or medicine, or experience in state government.

Special Requirements:

- Individual must possess the ability and willingness to perform job related travel and must be bondable.

Salary and Benefits for Position:

The minimum/maximum annual salary as dictated by Oklahoma Statutes for the position of Executive Director for the Oklahoma State Board of Osteopathic Examiners is **\$76,158.00 - \$114,237.00**. See Agency Director Pay Structures.

To view employee health benefits go to:

[Employee Benefit Enrollment Guide \(oklahoma.gov\)](#)

To apply please visit:

www.osboe.ok.gov

Application Deadline is 11/1/2023 at 4:00 p.m.



OKLAHOMA
State Board of
Osteopathic Examiners

Executive Director Applicant Questionnaire

Submitted by: _____

1. What is the nature of your licensure and credentialing experience?

2. What is the scope of your experience in the following areas:
 - a. Supervisory?

 - b. Management?

 - c. Negotiating?

 - d. Disciplinary action within a legal context?

 - e. Administrative Procedures Act?

3. Are you bondable in the State of Oklahoma?

4. How familiar are you with laws, rules, and regulations, both state and federal regarding the practice of osteopathic medicine?

5. What is your understanding of the character of osteopathic medical education, training and practice? Compare and contrast that with allopathic training and that of other health care providers.

6. What training and experiences have you had with lobbying at the State Legislature?

7. What experience have you had with the national organizations that support your current work?

8. Can you discuss some of the "positives" and "negatives" of professional self-regulation?

9. If chosen, you would become the executive director of a state agency. If a conflict developed between your agency and the state, how would you handle it?

10. How would you resolve a conflict with the professional association advocating for the doctors your agency regulates?

11. The Board wishes to update the Osteopathic Medicine Act. How would you approach that task? How would you get the changes enacted?

12. What is your understanding of due process as it relates to professional licensure and discipline?

13. Your salary is set by statute. You haven't had a raise for three years. How would you go about getting one?