

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV35437</b>
<b>Job Class Code:</b>	<b>510</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>18</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>09/28/92</b>	<b>Effective Date:</b>	<b>09/28/92</b>
<b>Job Code Revised:</b>	<b>01/01/94</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Regulation of Medical & Health Facilities Standards Series

**JOB CODE TITLE:** COMMUNITY CHILD CARE LICENSING SPECIALIST

**HRIS TITLE:** CMTY CHILD CARE LICG SPCT

**CHARACTERISTICS OF THE CLASS:** Works under general supervision, exercising discretion and some independent judgment within policies and procedures established for the work system. Has the authority to inspect licensed agencies and recommend the issuance, denial, suspension and/or revocation of licenses, require correction of violations, investigate complaints, provide advice and consultation, interpret regulations and policies. Conducts studies, writes reports and makes recommendations for the issuance, denial, suspension and/or revocation of licenses for group care agencies and child placing agencies/foster homes; provides consultation, technical assistance, program guidance and related training; develops and modifies proposed licensing regulations; investigates complaints regarding reported violations or irregularities. Work product consists of written licensing reports, recommendations for the issuance, denial, suspension and/or revocation of licenses; completed investigations of alleged abuse and/or neglect; proposed new/modified licensure requirements; informed agencies; (desired): agencies and homes in compliance with licensure requirements, community programs which provide safe, effective services for children. Responsible for the timeliness and quality of work products.

**EXAMPLES OF DUTIES:** Examines contracts of agencies subject to audit, to verify that all applicable laws are being observed. Informs license or permit holders of violations they may have; makes suggestions for correction. Conducts field investigations relating to reported violations or irregularities in business or occupational practice; interviews complainants and others, examines evidence, recommends actions. Explains agency policies, procedures, and practices to applicants, clients, representatives of other agencies or outside individuals or groups. Composes correspondence dealing with subject matter in ways that call for considerable discretion and involve some judgment or negotiations, replying to inquiries, presenting or requesting information. Composes detailed investigative or inspection reports. Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact. Confers with agency officials, staff members, and representatives of other agencies to acquire information needed for immediate determinations or decisions. Writes drafts of notices of violation or cease and desist orders and routes them for mailing to businesses or operations under regulations. Writes detailed reports based on research, analysis and evaluation of data pertaining to specific projects, conditions or proposals under study, involving application of expert or highly specialized knowledge, and recommendations for action to be taken or resolution of problems. Confers with and interviews witnesses to obtain information in investigations of law violation or noncompliance with regulations. Reads correspondence from consumer or clients complaining or reporting incidents possibly warranting investigation; makes notes, determines subsequent action. Drives automobile to various locations throughout the State, carrying out business of the work system. Performs related work as required.

**WORK CONDITIONS:** Frequent travel and occasional overnight stays away from home base.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** state statutes pertaining to group care agencies and child placing agencies/foster homes licensure requirements; contemporary concepts and practices in child welfare programs; policies and procedures established for the work systems.

**Skill/Ability to:** oral and written communication; interviewing to elicit information; data analysis, evaluation and interpretation; interpersonal relations, as applied to contacts with group care agencies and child placing agency/foster home representatives. Two years of experience equivalent to a Human Service Specialist II in child welfare or closely related programs. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.