

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV35461
Job Class Code:	510	Salary Schedule:	AREG
EEO Category:	02	Grade:	20
Workers Comp Code:	9410		

Job Code Established:	07/01/01	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Care & Health Facility Licensure Series

JOB CODE TITLE: STATE LICENSING SURVEYOR

HRIS TITLE: STATE LICG SURVEYOR

CHARACTERISTICS OF THE CLASS: Conducts inspections and/or evaluations of Assisted Living, Behavioral Health, and/or Child Care facilities, group homes, individuals, and/or associated programs for the purpose of state licensing and/or state certification and treatment program approval. Also conducts investigations into consumer, client, resident and/or patient complaints; conducts nursing assessments on a limited basis; provides training and technical assistance to providers regarding state regulation requirements; participates in enforcement actions as necessary. Requires travel throughout the state; involves overnight stays away from home base and flexibility in hours and/or days of the week worked; occasional confrontations with noncompliance providers; frequent hours sitting to compose and/or review survey documentation, or traveling.

EXAMPLES OF DUTIES: Tours and inspects facilities to verify that the health, welfare and safety of consumers, clients, residents and/or patients is maintained; evaluates and determines compliance with state licensing and certification standards; conducts entrance and exit conferences with facility administrator and staff; assesses ongoing overall programmatic and educational standards; assesses compliance with architectural review, state and local fire department codes/standards, sanitation and nutrition rules and statutes, and/or conducts basic pool safety inspections; conducts complex and/or high profile and statutes, and/or conducts basic pool safety inspections; conducts complex and/or high profile complaint investigations and surveys; identifies issues and problems observed and documented during inspections and/or investigations, discusses findings and recommendations with the provider, and as necessary, refers to police and/or fire departments, ombudsman, adult or Child Protective Services, the State Attorney General's office and/or other state agencies; provides technical assistance as appropriate; composes detailed investigative or inspection reports, statements of deficiency, field trip reports, legal orders, etc.' testifies at administrative and judicial hearing as needed; participated in performance improvement committees and work groups; may precept new surveyors.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: specialty area, e.g. child care and/or health care facility; inspection, investigation, and regulatory methods; caseload management; organizational and corporate structures and management practices and procedures typically utilized in health and child care facilities; characteristics and/or identification of physical, sexual and emotional abuse, neglect and exploitation, special needs, child growth and development stages, disease, and the aging process; prevailing concepts and philosophies regarding early childhood development; the provision and purpose of educational and activity programs; nutrition, sanitation, dispensing of medications, disease control, both physical and psychotropic restraints, and/or other life-sustaining standards; community resources, including other state agencies, advocacy groups, networking and provider associations; and/or adult learning strategies utilized in the course of provider training.

Skills/Ability to: oral and written communication and documentation, including the ability to receive detailed information through oral communication, public speaking analyzing and evaluating a wide variety of administrative and program records; interpersonal relations with other governmental agencies, law enforcement agencies, contractors, consumers, providers, children, media and the public; investigative and interviewing techniques for adults and children; evaluating and enforcing established statutes and rules; observation and evaluation of signs of neglect, abuse and exploitation or violation of standards with regards to consumers, clients, residents and/or patients, facilities and providers including serious and immediate decision-making for life threatening situations during inspections and complaint investigations; nursing assessments on an occasional basis; educating and assisting providers on a wide range of topics encountered in the care of children and/or adults, including those with special needs; and/or time management. learn to enforce and apply state laws, rules, regulations, policies and procedures applicable to state day care and/or health care facility licensure and/or certification and linked survey processes. Ability to learn, interpret, and apply the American with Disabilities Act as it relates to health and child care facilities, homes, shelters and treatment centers and applicable State and local standards for fire protections, sanitation, zoning codes, occupancy standards, and building codes as they apply to health and child care facilities, homes, shelters and treatment centers.

SPECIAL SELECTION FACTORS: Some positions may require possession of a license to practice as a Registered Nurse in the State of Arizona or proof of eligibility for reciprocity of an out-of-state license. Some positions may require registration as a Sanitarian in the State of Arizona. May require an Arizona driver's license appropriate to assignment.(Specialty area will be announced during the recruitment process.) any combination of training and experience that meet the knowledge, skills, and abilities (KSA's) may be substituted. Typical ways to obtain the KSAs would be: Experience as a certified teacher in an education setting, or Experience directing or regulating licensed/certified day care facilities, or A Bachelor's or a Master's degree in childhood development or closely related field and related experience, or A Bachelor's degree in nursing, health services administration, public health sanitation, or a closely related health field and experience in a related health care field.