

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV35462</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>21</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>07/01/01</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Care & Health Facility Licensure Series

**JOB CODE TITLE:** STATE LICENSING TEAM LEADER

**HRIS TITLE:** STATE LICG TM LDR

**CHARACTERISTICS OF THE CLASS:** Supervises and directs a group or team of surveyors who conduct 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 who conduct investigations into consumer, client, resident and/or patient complaints. Coordinates and reviews the work of subordinate staff and tracks on-site compliance surveys and complaint investigations for accuracy and completion within time lines, Provides training and/or technical assistance to providers regarding state regulation requirements; participates in enforcement actions as necessary, May conduct coordination meetings with other state agencies, advocacy groups and other stakeholders. May also be required to do on-site inspections and/or evaluations alone, as preceptor, or as a member of a team. Acts in the stead of the Program Manager when requested. 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:** Supervises and directs a group or team of surveyors who conduct inspections and/or evaluations of health and/or child care facilities; may additionally supervise office support staff; coordinates staff assignments; performs quality assurance audits; monitors complaint investigations; makes decisions regarding surveyors' recommendations for licensing/certification actions; composes information to be used for media relations for complex complaint investigations and surveys; precepts new employees; supervises and accompanies surveyors on inspections of considerable difficulty for health and child care facilities, including programs serving developmentally disabled and other special needs person, and culturally diverse populations throughout the state t ensure compliance with established state statutes and rules; conducts, supervises and accompanies surveyors on investigations of considerable difficulty regarding all complaints of rule or statute violations, including physical, sexual, and emotional abuse, neglect, and/or exploitation of consumers, clients, residents and/or patients in health and child care facilities, conducting joint investigations with local law enforcement agencies and Adult or Child Protective Services as necessary; and conduction investigations of individuals or facilities providing unlicensed care; confers with and advises facility administrators and staff regarding areas noncompliance; provides technical assistance as appropriate; provides technical assistance with states and rules for staff, providers and the public; testifies at administrative and judicial hearings as necessary; participates in performance improvement committees and work groups; assists in the promulgation of rules and five-year rule review; represents the Program Manager at meetings and public functions and acts in the absence of the Program Manager, as designed.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** principles and practices of administrative, supervisory and work management techniques, effective communications skills, and interpersonal relations; state statutes. Rules, and regulatory methods applicable to the licensure of health and child care facilities; the Americans with Disabilities Act and how it applies to health and/or child care facilities; State and local

standards for fire protection, sanitation, general building codes, zoning and occupancy standards, and/or playground and/or swimming pool safety; federal and/or state regulations regarding nutrition, sanitation, dispensing of medications, disease control, nursing licensure, and/or other life-sustaining standards; contemporary concepts and practices of behavioral health, psychiatric, and substance abuse services; rule development; community resources including local and national organizations, advocacy groups, provider networks, and agencies related to health and/or child care facilities; community planning and organizing; available legal options regarding noncompliance facility; legal document preparation; organizational and corporate structures and management practices and procedures typically utilized in health and child care facilities; characteristics and identification of physical, sexual and emotional abuse; physical and behavioral signs of illness and disease and special needs; adult learning strategies utilized in the course of provider training; current teaching methods and strategies; and/or data collection and interpretation, research and statistical methods, and formatting of reports.

**Skill/Ability to:** people, program, and resource management; application of supervisory concepts; media relations; oral and written communication. Observation; interviewing; investigative techniques; effective listening, public speaking, teaching; analysis and evaluation; problem-solving; identification of abuse, disease, and/or special needs; identifying and correlating patterns of non-compliance; time management and organization. learn to interpret and apply appropriate state regulations and linked survey processes.

**SPECIAL SELECTION FACTORS:** Some positions may require possession of licensed 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 (KSAs) may be substituted. Typical ways to obtain the KSAs would be: Experience as a certified teacher in an educational setting and related regulatory experience; or Experience in directing or regulating licensed/certified day care facility(ies) and related regulatory experience; or A Bachelor's or Master's degree in early childhood development, or closely related field, experience in this field, and related regulatory experience; or A two-year registered nursing program, general nursing experience, and related regulatory experience, or A Bachelor's degree in nursing, health services administration, public health sanitation or a closely related health field, experience in a related health care field, and related regulatory experience