

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV35463
Job Class Code:	510	Salary Schedule:	AREG
EEO Category:	01	Grade:	22
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 PROGRAM MANAGER

HRIS TITLE: STATE LICG PRG MGR

CHARACTERISTICS OF THE CLASS: Responsible for varied work of considerable difficulty in managing a statewide program for state licensure and/or certification of health and/or child care facilities, group homes, individuals, and/or associated programs. Develops and maintains program long and short-ranged strategic planning systems; determines new program directions; defines program services, policies and procedures, and standards; collaborates/interacts with internal and external agencies, committees, networks, task forces, work groups, and councils; consults with and provides technical assistance to providers; conducts and/or attends conferences and seminars; participates in the continuing development and implementation of legislation and rules; and/or represents the Assistant Director at meetings and public functions and acts in the absence of the Assistant Director when requested. Requires travel throughout the state, involving over-night stays away from home base; flexibility in hours and/or days of the week worked; occasional confrontations with noncompliance providers and/or staff; frequent hours sitting to review and/or compose survey documentation, or traveling.

EXAMPLES OF DUTIES: Manages a health and/or child facility licensing/certification program; coordinates program goals and objectives development; recruits, trains, supervises staff; identifies need for major changes; negotiates, prepares, and administers grants; prepares comprehensive planning documents to serve as the basis for legislative, budgetary, and operational activities; approves reports and legal orders; monitors complaint investigations; makes decisions regarding recommendations from surveyors on inspections of considerable difficulty for health and child care facilities, including state and federally funded programs, programs serving developmentally disabled and other special needs persons to ensure compliance with established state statutes and rules; conducts, supervises and/or accompanies surveyors on complaint investigations of considerable difficulty; conducts joint investigations with local law enforcement agencies and Adult or Child Protective Services as necessary; provides training and technical assistance to facility administrators and staff and others; participates in performance improvement committees and work groups; coordinates staff assignments; directs the retrieval of information, analyzes and interprets data and prepares statistical and narrative reports; composes information to be used for media relations for complex complaint investigations and surveys; participates in continued development of rules and legislation for establishment of minimum standards for purposes of regulation; collaborates and/or interacts with internal and external agencies, committees, networks, task forces, work groups and councils; develops long-range planning and tracking system; and/or represents the Assistant Director at meetings and public functions and act in the absence of the Assistant Director, as designated.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: principles and practices of management and administrative, supervisory and work management practices, principles, administrative processes, such as communication systems, staff

development and training; budget development, monitoring and cost projections; human relations and group dynamics, rule development, drafting legislation, state budgetary and legislative process; grant writing, development of contracts, interagency agreements and award procedures, the procurement code and evaluation methods; State laws, rules, regulations, regulatory methods. And policies regarding health and child care; principles of health and child care administration; community-planning and organizing; organizational structures, management policies and programs pertaining to health and child care; inspection and investigative methods, procedures and techniques; data collection, research and statistical methods, formatting reports; and/or contemporary trends and practices of psychiatric and behavioral health concepts, child care practices, and/or geriatric care.

Skill/Ability to: management of people, programs and resources; interviewing; consulting; interpersonal relations; problem-solving; data analysis, evaluation, and interpretation; oral and written communication; public speaking; educating; problem solving; decision-making; program leadership and supervision; analytical management; identifying and correlating patterns of non-compliance; time-management. learn to interpret and apply appropriate state regulations and linked survey processes.

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. 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: Professional experience related to health programs appropriate to the assignment, which include program planning or administration; or A Bachelor's or Master's degree in a field appropriate to the assignment and professional experience related to health programs appropriate to the assignment, which included program planning or administration, or Experience as a Team Leader/Supervisor of personnel conducting inspections, evaluations, and/or investigations of health and/or child care facilities, group homes, individuals, and/or associated programs.