

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV35466
Job Class Code:	510	Salary Schedule:	AREG
EEO Category:	01	Grade:	23
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: FEDERAL & STATE LICENSING PROGRAM MANAGER

HRIS TITLE: FEDERAL & STATE LICG PRG MGR

CHARACTERISTICS OF THE CLASS: Responsible for varied work of considerable difficulty managing a statewide program for federal certification and state licensure and/or certification of health care facilities statewide. Responsible for program long-and short-range strategic planning; direction; functions, services, standards, policies and procedures. Negotiates, prepares and administers grants; collaborates with internal and external agencies, committees, networks task forces, work groups, and councils; consults with advises providers desiring licensure and/or certification; conducts and/or attends conferences and seminars; ensures supervision of professional and clerical personnel; participated in continuing development and implementation of statues and rules, participates in performance improvement committees and work groups; acts in the absence of the Assistant Director when requested. Requires travel throughout the state and occasional long distance air travel, involving over-night stays up to as long as a week away from home base; flexibility in hours and/or days of the week worked; occasional confrontations with noncompliant providers and/or staff; frequent hours sitting to review and/or compose survey documentation, or traveling.

EXAMPLES OF DUTIES: Manages a federal certification and state licensing/certification program that conducts inspections and/or evaluations of health care facilities; ensures the quality of facility licensing program; confers with facility administrators and staff regarding noncompliance; provides technical assistance as appropriate precepts new employees; recommends assessment of civil penalties for noncompliance with federal and state regulations; develops long-range planning and tracking system format and content; coordinates the development of program goals and objectives; develops/coordinates the development of grant applications; identifies need for major changes; identifies funding sources; provides impute for division state and federal budget; interprets federal and/or state regulations for providers, staff media, and the public; composes information to be used for media relations for complex complaint investigations and survey; testified at administrative and judicial hearings as necessary; may conduct complex and/or represents the Assistant Director at meetings and public functions and act in the absence of the Assistant Director, as designed.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: principles and practices of management and administrative, supervisory and work management practices, principles, and techniques; effective communication skills and interpersonal relations; Federal Regulations (42 Code of Federal Regulations), Medicare State Operations Manual, Section 1128A of the Social Security Act, State Operations Manual Appendices, Interpretive Guidelines and State Agency Letters, federal Conditions of Participation, the Joint Commission on the Accreditation of Healthcare Organizations standards and requirements, multiple sets of Federal regulations and multiple sets of State statutes and rules and multiple linked survey processes, including federal and state regulations regarding facilities, food, sanitation, infection

Control, nursing and nursing aides licensing and standards, pharmacy regulations, federal Emergency Medical Treatment and Labor Act ("dumping"), survey, validation, and enforcement processes, quality improvement planning; federal requirements for providing information to the State Long Term Care Ombudsman and information assess by the state Medicaid (ACHES) Fraud control Unit; federal mainframe databases, federal prospective Payment system (PPS); organizational management of health care facilities operation of and principles of health care administration; social services; standards of good medical and nursing practice; medical terminology and coding; medical and nursing practice standards; statistical analysis; rule and legislation development; state budgetary and legislative process; legal options and legal document preparation; inspection methods; health facility organizational and corporate structures, management practices and procedures; current concepts and characteristics and identification of abuse, disease, and special needs; adult learning strategies utilized in the course of provider training data collection and interpretation, research and statistical methods.

Skill/Ability to: people, program, and resource management; supervisory procedures; media relations; or and written communication, observation; interviewing; investigative techniques; effective listening, public speaking, teaching; application of supervisory concepts; analysis and evaluation; problem-solving; identification of abuse, disease entities, treatments and procedures; time management and organization. become proficient in multiple sets of Federal regulations, multiple sets of State statutes and rules, and multiple linked survey processes.

SPECIAL SELECTION FACTORS: May require successful completion of Federal Health & Human Services, Health Care Financing Administration basic training or the Federal Surveyor Minimum Qualification Test prior to attaining permanent status. 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 or Dietician in the State of Arizona. May require an Arizona driver's license appropriate to assignment.(Specialty are 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: professional experience related to health programs appropriate to the assignment, which included program planning or administration; or A Bachelor's or Master's degree in a field appropriate to the assignment and professional planning or administration. Experience and a Team Leader/Supervisor of personnel conducting inspections, evaluations, and/or investigations of health care facilities, group homes, individuals, and/or associated programs