

## DUTY STATEMENT

Employee Name:	Position Number: <b>580-XXX-8011-901</b>
Classification: Retired Annuitant, Health Facilities Evaluator Nurse	Tenure/Time Base: Limited Term/Intermittent
Working Title: Training Program Evaluator Nurse	Work Location: Orange/San Bernardino (SFS)
Collective Bargaining Unit: R17	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Licensing and Certification Division	Branch/Section/Unit: Healthcare Workforce Branch/Healthcare Professional Certification and Training Section/Training Program Review Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

### Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

### Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by conducting evaluations, surveys, and investigations of Certified Nurse Assistant, Home Health Aide, and Certified Hemodialysis Technician training programs, continuing education programs, and instructor qualifications to ensure that these programs conform with state and federal licensing laws, rules, and regulations.

Local and statewide travel will be required and may require overnight stays, evening, or weekend surveys. While traveling on state business, the incumbent must have a valid state driver's license, a

good driving record and is expected to drive the car safely. Incumbent will travel and wear appropriate Personal Protective Equipment according to guidance requirements, such as: Mask, gown, gloves, safety glasses or face shield during site visits to health care facilities.

The incumbent works under the direction of the Health Facilities Evaluator Manager I.

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### Special Requirements

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 25%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: RN License
- Other:

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### Essential Functions (including percentage of time)

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- 40% Reviews, evaluates, and provides written determinations and methods of corrections, as necessary, for initial and renewal training program application packages for pre-certification, orientation, in-service, and continuing education training programs conducted by health facilities, agencies, public education programs and private schools. Uses state, federal and other databases to research and update training programs. Reviews findings from federal certification surveys of long-term health care facilities and home health agencies to determine if the outcome of the certification survey disqualifies the facility/agency from providing training or contracting with other approved training programs as a clinical training site and notifies facilities and training programs of two-year training bans.
- 25% Conducts in-depth surveys investigations of training programs using CDPH principles of investigation to determine compliance with state licensing and federal certification requirements. Conducts and documents interviews with training program staff and other relevant personnel. Requests and reviews program files for relevant program information, documenting necessary information for regulatory and legal action while ensuring training program and student confidentiality. Independently, or as part of a team, determines training programs' compliance with state and federal laws and regulations based on observations, interviews and record reviews. Conducts post-survey activities including reviewing training program plans of corrections. Conducts follow-up visits at training programs and desk reviews in order to verify that the training programs corrected cited deficiencies. Prepares written comprehensive reports of findings including conclusions and recommendations and prepares written statements of deficiencies using CDPH principles of documentation.
- 15% In response to training program complaints submitted to the CDPH, the incumbent travels to and conducts investigations of training programs, documenting fully for regulatory and legal actions all evidence relating to non-compliance. Conducts and documents interviews with the complainant, witnesses, training program staff, and other relevant personnel. Requests and reviews all program records. Documents necessary information while ensuring training program and student confidentiality whenever possible. Independently determines training program's compliance with state and federal regulations based on observations, interviews

and record reviews. Prepares comprehensive written reports of investigations including conclusions and recommendations and prepares written statements of deficiencies when deemed appropriate.

- 10% Reviews, evaluates, and provides written determinations and methods of corrections, as necessary, for temporary permission for program flexibility requests. Provides technical assistance to training providers by telephone and email to answer training program questions received through the Training Program Review general mailbox.
- 5% Develops and presents both written and verbal testimony to provide support for evidentiary hearings, state and federal hearings, informal dispute resolutions, municipal or superior court proceedings, and arbitration procedures. Responds to these legal actions as an expert witness on matters relating to state and federal laws and regulations pertaining to the training programs in conjunction with legal counsel.

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

**Regions**

<b>Region</b>	<b>Counties</b>	<b>Available Headquarter Locations</b>
Region I	Los Angeles, Orange, San Luis Obispo, Santa Barbara, Ventura	Orange
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	
Region III	Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Trinity, Shasta, Sierra, Siskiyou, Sutter, Tehama, and Yuba	
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	
Region V	Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare	
Region VI	Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego	San Bernardino (SFS)

**Marginal Functions (including percentage of time)**

- 5% Other duties as required, including, but not limited to, collects data required for special assignments and provides feedback to update policies and procedures.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

**HRD Use Only:**

Approved By: DS

Date: 04/14/2023