

DUTY STATEMENT

Employee Name:	Position Number: 580-8XX-8051-XXX
Classification: Health Facilities Evaluator II (Supervisor)	Tenure/Time Base: Permanent/Full-time
Working Title: Nurse Specialty Trainer Supervisor	Work Location: Location to be determined upon hire
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Office of Internal Operations	Branch/Section/Unit: Training Branch/Field Operations Training Section/Field Operations Training Unit A

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

The Health Facilities Evaluator II (Supervisor) (HFE II (Sup)) within the Field Operations Training Section supports the California Department of Public Health's (CDPH) mission and strategic plan by providing first level supervision to out-stationed Health Facilities Evaluator Nurses (HFENs-Specialty Trainers). The HFE II (Sup) is responsible for direction and oversight of in-person/virtual/hybrid/field training to educate new and existing field staff in enforcement of licensing and certification standards for health care facilities in accordance with State, Federal, and local laws and regulations. The HFE II Sup also directs and oversees training designed to teach staff how to use new technology for accomplishing their work. The HFE II (Sup) provides direction and oversight of special training projects and events as directed by Center for Health Care Quality (CHCQ) leadership. The HFE II (Sup) reviews and assists in the development of statewide training material. The HFE II (Sup) makes

recommendations to facilities based on reports, surveys, and correspondence. The HFE II (Sup) communicates with the public, CHCQ leadership, and the field District Offices on policy, procedures, and regulatory interpretations and partners with policy on developing updates as needed. The HFE II (Sup) is responsible for working together with all the program personnel to assure quality work and performance, in order to achieve established goals and objectives to fulfill the mission of the department.

The incumbent works under the direction of the Field Operations Training Section Chief (HFEM II).

Special Requirements

- 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:

Essential Functions (including percentage of time)

- 25% Provides supervision in the field, remote, and office settings by participating in the hiring, orienting, training, evaluation, counseling, and carrying out corrective action processes. Establishes and monitors individual performance goals for HFEN-Specialty Trainers stationed throughout the state. Ensures staff is kept current in all program areas of responsibilities and acts as a resource person to assigned staff.
- 35% Provides direction and oversight of the New Surveyor Academy and other specialty training events/projects as directed by CHCQ leadership. Monitors and evaluates the training content topics/material and evaluates the effectiveness of the presentations including instructors/HFEN-Specialty Trainers. Ensures topics relevant to current survey trends and workload issues related to meeting compliance with State Performance Standards, are incorporated into the training agenda and materials. Directs and oversees training designed to teach staff how to use new technology for accomplishing their work.
- 15% Ensures that all assigned field District Office training needs are met in the most efficient and timely manner as requested by the District Office, including identified statewide in-service needs in accordance with Federal and State laws, regulations, and Department policy. Provides direction and oversight in the development of “virtual” training venues, such as Webinars, video conferencing, etc. Partners with Centers for Medicare and Medicaid Services (CMS) to ensure federal standards are met, identify training gaps, and convert new federal guidance into digestible, effective training for adult learners. Partners with Internal Quality Assurance, Policy, District Office Training Supervisors, and Field Operations Leadership to ensure state standards are met, identify training gaps, and convert new state guidance into digestible, effective training for adult learners.
- 15% Oversees and coordinates HFEN-Specialty Trainers, timekeeping, and personnel needs.

Marginal Functions (including percentage of time)

- 5% Maintains a positive public relations environment by establishing professional and community contacts that encompass educational programs, and ongoing communication with providers. Assumes training responsibilities, when assigned, in the absence of the HFEM II.
- 5% Other work – related duties as assigned.

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: ENA
 Date: 4/2023