

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-851-8051-012</b>
Classification: Health Facilities Evaluator II (Supervisor)	Tenure/Time Base: Permanent/Full-time
Working Title: Nurse Surveyor Training Supervisor	Work Location: 150 North Hill Drive, Suite 22 Brisbane, CA 94005
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Field Operations North Division	Branch/Section/Unit: Bay Area Region/San Francisco District Office

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.

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**Competencies**


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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](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing the first level of supervision and training to field staff Health Facilities Evaluator Nurses (HFEN) responsible for surveying health care facilities and enforcing licensing and certification standards in accordance with State, Federal, and local laws and regulations. The Health Facilities Evaluator II (Supervisor) (HFE II Sup) reviews all reports, surveys and correspondence prepared by field staff, and State Fire Marshalls. The HFE II (Sup) communicates with the public and health facility operators/administrators on policy, procedures and regulatory interpretations. The HFE II (Sup) is responsible for working together with all the Program personnel to ensure quality work and performance, in order to achieve established goals and objectives and fulfill the mission of the

Department. Up to 25% travel is required.

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

### 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% Supervises in the field and office setting by participating in the hiring, orienting, training, evaluation, counseling, and carrying out corrective action processes. Establishes and monitors individual performance goals for field personnel. Ensures staff is kept current in all program areas of responsibilities and acts as a resource person to assigned staff.
- Provides direct supervision to all newly hired HFENs. Establishes, schedules and monitors the participation of newly hired HFENs in Staff Education and Quality Improvement Section (SEQIS) sponsored New Surveyor Academies. Tracks, monitors, and schedules field surveys for newly hired HFENs and mentors new HFENs to ensure they acquire the skills to be competent in the survey process. Establishes and monitors individual performance goals for newly hired HFENs to meet the requirement of successfully passing the Surveyor Minimum Qualifications Test (SMQT). Ensures all HFENs are kept current on regulatory updates, acts as a resource person, and provides refresher training on an ongoing basis.
- 25% Consults and provides direction to HFENs in the investigatory, decision-making, and report writing processes of assigned field personnel. Monitors and evaluates work products, including surveys, citations, complaints, and field visit reports.
- 15% Oversees and coordinates enforcement actions, including the citation process, adverse actions, and consulting and working with the Office of the Attorney General and Office of Legal Services in the preparation, presentation, and defense of legal actions.
- 15% Provides training, education, and direction to staff to keep current on licensing and certification activities. Attends all face to face Training Supervisor meetings hosted by SEQIS and actively participates in the agenda provided by SEQIS. Updates the District Manager and District Administrators (DM and DAs) with items of interest regarding policy, procedure, and regulatory changes. Under the direction of the DM and DAs, participates in the DO management team activities.
- 10% Ensures that all assigned health facilities/entities are properly licensed and certified in accordance with Federal and State laws, regulations, and department policy.

**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 Regional Office responsibilities (i.e. field calls from HQ, complainants, providers and sign outgoing letters), when assigned, in the absence of the Regional Manager/Administrator.
- 5% Performs 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: HH/SA

Date: 9/13/21