

Class Concept

This is professional supervisory work in administering regulatory activities to determine compliance with state and/or federal rules and regulations for licensed and/or certified health care facilities or agencies.

Positions in this class serve as the branch head for a specific function, such as Medicaid/Medicare Certification, and Medical, Adult or Mental Health Facility's Licensure. Positions supervise a staff of professional consultants responsible for ensuring compliance with state and/or federal requirements. Work also involves interpreting, explaining, and applying policies, standards and procedures to ensure that state and federal requirements are being met by staff.

Positions determine annual goals and objectives, including both short and long-range planning and coordination; project budget estimates and make recommendations to management; develops work plans; schedule priorities and workloads based on state/federal requirements; and ensures staff training needs are met.

Positions review the work of staff, reports, and correspondence for adherence to state and/or federal requirements, accompanies staff on site to review quality and effectiveness of surveys, as appropriate. Positions conducts performance evaluations of staff and recommends personnel actions to the Section Chief and other Division leadership position.

Positions function independently within a broad conceptual and programmatic framework. Review is received on an informal basis as necessary. Major changes in objectives or procedures are reviewed by the Section Chief or other Division leadership position.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of state and federal standards, guidelines, laws and regulations.
- Considerable knowledge of principles and practices of health care organization and management.
- Ability to organize and work independently.
- Ability to interpret and apply rule, regulations and policies in different situations and facilities.
- Ability to establish and maintain effective communications and work relationships with facility management and professional consultants, various health industry, corporate and civic groups, regulatory agencies.
- Ability to provide good customer service to Division stakeholders.
- Ability to demonstrate intermediate computer skills (use of Microsoft Office products).
- Ability to plan, supervise, and coordinate a statewide program.

Minimum Education and Experience Requirements

Master's degree in a health or human services related field from an appropriately accredited institution and three years' experience in surveying, clinical and/or administration of a program in a related health field, two of which must have been in a supervisory capacity; or

Bachelor's degree, preferably in a health or human service related field from an appropriately accredited institution and five years' experience in surveying, clinical and/or administration of a program in a related health field, two of which must have been in a supervisory capacity; or an equivalent combination of education and experience.