

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-863-8011-901</b>
Classification: Health Facilities Evaluator Nurse – Retired Annuitant	Tenure/Time Base: Temporary/Intermittent
Working Title: Training Specialist	Work Location: 2170 Northpoint Parkway, Santa Rosa, CA 95407
Collective Bargaining Unit: R17	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Office of Internal Operations	Branch/Section/Unit: Training Section

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 being responsible for protecting public safety in health care facilities by implementing statewide training plans which addresses the training needs of all program staff (surveyors, consultants, administrative and support staff). The Health Facilities Evaluator Nurse (HFEN)- Training Specialist acts as an expert in the survey and certification process. Extensive and frequent travel and entering Health Care Facilities is required.

The incumbent works under the direction of the Health Facilities Evaluator Manager (HFEM) II.

### **Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 75%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: California Registered Nurse License
- Other:

### **Essential Functions (including percentage of time)**

Training Specialists primarily telework, when not traveling/working in the field, and are assigned hoteling space in specific field offices. Travel is an essential function of the job requiring up to 75% of travel associated work throughout the State.

- 30% Tracks, monitors, schedules, prepares, and travels to, assigned field District Office to participate in training survey/investigation activities of HFENs to ensure they acquire the skills to be competent in the survey and investigation process. Provides direction to HFENs in the investigatory, decision-making, and report writing processes of assigned field personnel [Note - The District Office Training Supervisor(s)/designee will provide any additional special focus areas].
- 30% Prepares for, and travels to District Offices, sometimes for multiple weeks at a time, to provide general and targeted training support to the District Offices in the field located at various healthcare provider types. The Training Specialist creates and shares a report with the District Office Training Supervisor(s)/designee of any identified HFEN training/learning opportunities after completion of the training survey/investigation.
- 20% Provides in-person, virtual, and hybrid in-service training to District Office staff on all new or revised Federal and State statutes, regulations, policies, and procedures. Identifies resources and arranges for and/or provides in-service education in a variety of venues, web-based, in-person, and hybrid, as necessary to meet District Office staff needs.

Responsible for developing, updating, and revising survey/investigation resources and job aids that the field District Offices use to meet departmental training goals and objectives for the individual skill development of surveyors, supervisors, consultants, and managers. Attends assigned District Office staff meetings, as requested, to assess the educational needs of the District Office. Attends Federal and State sponsored training programs, in-service trainings, and continuing education courses to keep up to date on program and content knowledge.

- 10% Assists in identifying Statewide training opportunities and helps develop targeted program plans to meet these opportunities. Researches and collaborates with field office management, consultants, and subject matter experts to create, revise, and update targeted training. Prepares and develops refresher training presentations for a variety of facility types. Collaborates with other program staff in the development of staff training.

- 5% Collaborates with District Office Training Supervisor(s)/designee and District Office staff along with headquarters and the CHCQ Training Section regarding training needs.

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

- 5% Attends and participates on training, advisory and policy committees as directed. Other job-related duties as required.

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: 4/16/24