

DUTY STATEMENT

Employee Name:	Position Number: 580-810-8011-029
Classification: Health Facilities Evaluator Nurse	Tenure/Time Base: Permanent/full time
Working Title: Program Nurse Evaluator	Work Location: 1615 Capitol, Sacramento, CA 95814
Collective Bargaining Unit: R17	Position Eligible for Telework (Yes/No): hybrid
Center/Office/Division: Center for Health Care Quality/Public Policy & Prevention Division	Branch/Section/Unit: Standards Interpretation Branch/Centralized Program Flex Waiver 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.

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 CDPH's mission and strategic plan by performing reviews of program flexibility requests for regulatory requirements for over 31 healthcare facility types licensed by CDPH. The incumbent partners with stakeholders, other state agencies, district offices and internal staff in support of reviewing program flexes. Evaluates workforce shortage waiver (WSW) and patient needs waiver (PNW) applications submitted by long-term healthcare facilities. Primarily responsible for uniform evaluation of supporting documentation of information submitted in support of the WSW and PNW requests.

The incumbent works under the general direction of the Health Program Manager II.

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Conducts reviews and presents recommendations to management on program flexibility applications from all health care facilities. Performs research of state and federal statutes and regulations, industry best practices, and policy and clinical evaluations of program flexibility requests submitted by health care facilities. Consults, promotes and assess alternatives proposed by facilities to determine the effect the alternative will have on patient care using clinical knowledge to improve the quality of patient care, assess new technologies and respond to California's changing demographics.
- 35% Conducts reviews and evaluates WSW and PNW applications submitted by long-term care facilities for staffing requirements based on workforce shortages. Provides recommendations to management for PNW and WSW decisions. Reviews Office of Statewide Health Planning and Development and Employment Development Department reports identifying shortages for CNAs, LVNs, and RNs. Assess facility recruitment efforts and patient staffing need statements. Reviews facility recruitment plans. Reviews facility compliance history by consulting with the local district office and reviews the prior staffing audit and deficiency reports. Communicates with state agencies, local ombudsman programs, district office, and staffing audit section to obtain additional information and provide final determination of waiver eligibility. Prepares correspondence regarding final waiver determination to the facility.
- 20% Facilitates or participates in meetings with management, district administrators, facilities and consultants and creates documentation of findings, issues, and recommendations. Provides management with information, status reports, and other data. Provides recommendations to management on clinical analysis of program flexes and staffing waivers. Independently prepares and presents written reports for management review and approval, with the focus on information in relation to program flexibility, workforce shortage and patient needs waivers and other information as required.
- 5% Assists in the maintenance of the unit's documentation files and creation of policies and procedures for the evaluator portion of program flexibility requests, WSW and PNW applications. Prepares responses to inquiries as required including correspondence from the legislature, industry, healthcare providers, consumers, and media inquiries.

Marginal Functions (including percentage of time)

- 5% Other duties as required to support the Center for Health Care Quality and Standards Interpretation Branch.

☐ 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: CP

Date: 8/16/24