

## DUTY STATEMENT

Employee Name:	Position Number: <b>580-860-4800-039</b>
Classification: Supervisor I	Tenure/Time Base: Permanent/Full-time
Working Title: Licensing Unit Supervisor	Work Location: 1615 Capitol Ave. Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/ Licensing & Certification Division	Branch/Section/Unit: License Renewal & Certification Branch/ Provider Licensing Section, Unit B

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 the California Department of Public Health's (CDPH) mission and strategic plan by being responsible for the day-to-day supervision and management of a unit of staff comprised of analysts. The unit is responsible for review, analysis, and evaluation of requests for facility licensure and/or certification and processing of other license associated transactions submitted by facility providers for Department approval, as well as providing information and consultation to program management and facility providers.

The incumbent works under the general supervision of the Supervisor II (Sup II), Provider Licensing Section.

**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:
- ☐ Other:

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

- 40% Supervise and manage staff in the review, analysis, and evaluation of licensure and certification requests including renewals, initial, change of ownership, and all report of change requests from providers for a variety of health care facilities. Review correspondence from providers to ensure all requests are accurate, complete, and timely. Make recommendations and monitor staff to assist in the quality improvement process. Determine unit priorities and plan work to meet program deadlines and timeframes.
- 25% Respond to emails and phone calls from district offices, state agencies, providers, and the public. Review “approval and denial letters” to providers to ensure compliance with the laws, rules, and regulations governing the Licensing & Certification Program for all facility types. Work closely with the Office of Legal Services in the preparation of responses to providers for the more complex cases. Coordinate the preparation for appeal hearings as necessary.
- 20% Review and approve time sheets. Provide strong leadership to develop and train staff. Evaluate and maintain staff workload using performance metrics. Conduct staff meetings (unit and/or one-on-one meetings) on a regular basis to share information. Develop and edit duty statements, conduct hiring interviews, complete hiring packages, and other personnel actions as necessary. Prepare annual staff performance and probation reports as necessary. Work closely with the Human Resources Branch to issue counseling memos and letters as necessary.
- 10% Participate in special assignments related to program and departmental changes as directed. Work with other CDPH programs or contractors to streamline workflow, processes, and procedures and to ensure effectiveness, consistency, and timeliness. Attend meetings to represent the program with, or on behalf of, the Section Chief in his/her absence. Prepare presentation materials and present at meetings with other departmental programs, as well as state, federal, and county agencies.

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

- 5% Perform other work-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: TM

Date: 01/28/2026