

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Licensing Program Manager II (LPM II)

POSITION NUMBER:

895-8224-001 - Proposed

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Children's Residential Program

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Monterey Park Children's Residential Regional Office

SUPERVISOR'S NAME:

Kellee Coleman

SUPERVISOR'S CLASS:

Licensing Program Manager III (LPM III) - Assistant Program Administrator - South

SPECIAL REQUIREMENTS OF POSITION (*CHECK ALL THAT APPLY*):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (*Explain below*)
- None
- Other (*Explain below*)

Criminal record clearance by the Department of Justice & Federal Bureau of Investigation.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (*Check one*):

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

4 LPM Is

5-10 Clerical Staff

Total number of positions for which this position is responsible: 5

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

It is the mission of the Community Care Licensing Division to promote the health, safety, and quality of life of each person in community care through the administration of an effective, collaborative regulatory enforcement system.

CONCEPT OF POSITION:

Under the general direction of the Assistant Program Administrator (LPM III - South), the LPM II plans, organizes, and directs the activities of a regional office responsible for evaluating, licensing and enforcing community care regulations to Children's Residential facilities. The LPM II may develop policies and procedures designed to facilitate the effective operation of the Community Care Licensing Program. The LPM II may act as the Division representative with other agencies, recruit and hire new staff, meet with facility representatives, review and recommend appropriate administrative action against facilities violating statutes and regulations. The LPM II supports the regional office in maintaining the Community Care Licensing Division policies and procedures.

A. RESPONSIBILITIES OF POSITION:

30% Facility Issues: Meets with licensees or representatives on issues concerning regional implementation of regulations. Makes region-level decisions regarding proposed legal action in concert with legal staff. Approves and denies license applications, and notices of operations in violation of the law, and manages the region's waiver and exception process. Requests services of the Audits and Investigations Branch. Reviews and approves Statements of Facts and injunction actions.

15% Licensing Services: Ensures the delivery of licensing services to licensees, applicants, and the general public.

15% Supervision: Directly supervises one to six Licensing Program Managers (LPM I) and clerical supervisors. Ensures supervisorial coverage in the regional office at all times, and that the work produced by supervisorial staff meets quality and quantity standards.

10% Policy Development: Evaluates the appropriateness and effectiveness of licensing standards. Provides input to modify regulations or policy. Develops appropriate regional procedures to implement established licensing policy and to ensure uniform interpretation of regulations. Handles special assignments to evaluate, test or provide input on new proposals.

10% Personnel Development: Responsible for region-level recruitment, selection and hiring. Coordinates provision of training by the Department's Training Bureau or by outside sources. Provides advice and direction for actions and labor issues in the regional office. Ensures that the Department's affirmative action plan is met.

10% Monitoring: Implements a quality assurance program to ensure uniformity of licensing processes and standardization of policy. Responsible for monitoring the quality of products developed by region staff. Identifies data collection needs and utilizes data to maximize regional resources.

5% Public Contacts: Provides non-confidential information to media and legislative sources contacting the regional office. Discusses CCLD policies, procedures, and case-related information with specific organizations, placement agencies, and the public. Reviews and approves agenda for region meetings with local organizations or provider groups.

5% Equipment and Supplies: Approves all regional requests for supplies, equipment, and office space modification or relocation. Coordinates with appropriate Department units to ensure necessary supplies, equipment, and office space for maintaining the office. Provides for proper office security and protection of licensing records. Monitors operating expenses and travel costs to remain within budget constraints.

B. SUPERVISION RECEIVED:

The LPM II (Regional Manager) reports directly to the LPM III - South (Assistant Program Administrator). The Regional Manager will provide both written and verbal reports to the Assistant Program Administrator. The Assistant Program Administrator periodically visits offices to review regional issues. In addition, the Assistant Program Administrator holds regular meetings with all Regional Managers to review issues and establish policy.

C. ADMINISTRATIVE RESPONSIBILITY:

The LPM II (Regional Manager) is responsible for planning the management of a regional office. This includes the assignment of responsibility of each supervisor, the allocation of regional resources, the articulation of program goals and evaluation of program effectiveness.

D. PERSONAL CONTACTS:

The LPM II (Regional Manager) represents the regional office to community organizations, which may include media contacts, public officials, provider groups, etc.

E. ACTIONS AND CONSEQUENCES:

Inability to manage regional resources will result in poor quality of care in licensed facilities. Regions will fail to close hazardous facilities. Regions may be liable for inaction or inappropriate administrative action and the client population will be at risk of abuse, neglect, injury, or even death.

F. OTHER INFORMATION:

The LPM II (Regional Manager) should have some background in licensing program, sensitivity to administrative issues and the understanding of how to use licensing resources.