

DUTY STATEMENT

Employee Name:	Position Number: 580-810-8011-014
Classification: Nurse Surveyor	Tenure/Time Base: Permanent/Full-time
Working Title: Educational Coordinator	Work Location: 1615 Capitol Ave Sacramento, CA 95814
Collective Bargaining Unit: R17	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality (CHCQ)/ Public Policy and Prevention Division	Branch/Section/Unit: Standards Interpretation Branch/Provider Technical Assistance 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 the California Department of Public Health's (CDPH) mission and strategic plan by advancing the health and wellbeing of California's diverse people and communities, specifically those who receive home health services from home health agencies (HHA).

The incumbent works under the direction of the Health Program Manager II (HPM II), Chief of the Provider Technical Assistance Section. The Nurse Surveyor (NS) acts as the Outcome and Assessment Information Set (OASIS) Educational Coordinator, supporting the administration of the OASIS program as required by the federal Centers for Medicare and Medicaid Services (CMS). The incumbent serves as a liaison with managers and supervisors in Field Operations Division district offices and assists representatives of Home Health Agencies (HHAs) to ensure

continuing compliance with certification standards for direct patient care. The NS also supports the Centralized Program Flex Unit (CPFU) in the evaluation of program flexibility, workforce shortage waiver and patient needs waiver applications from health care facilities and provides recommendations to management for these requests.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 10%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: RN license
- ☐ Other:

Essential Functions (including percentage of time)

30% Responds to requests for clarification or interpretation regarding various clinical aspects of OASIS, answers questions regarding the collection and encoding of patient assessment data, and interpretation of the Outcome Based Quality Indicator (OBQI) reports or other reports. Provides ongoing consultation to HHA staff regarding the implementation of OASIS procedures and clinical assessment issues that emerge as a result of reports generated from OASIS data submitted to the state or federal repository. Serves as statewide resource expert for HHAs and CHCQ staff, interprets state and federal laws, regulations and procedures as necessary. Communicates new and/or amended policies as directed by CMS regarding the OASIS data set and other matters related to HHAs Assists in the development of state regulations, all facility letters, or other guidance regarding the OASIS process. Monitors and triages a shared email account that serves as a direct resource for HHAs and CHCQ staff to submit requests for assistance related to the OASIS process. May be assigned special projects to advance provider assistance, program oversight and quality assurance activities of the Branch. Travel may be required.

Works collaboratively with the CHCQ Federal Systems Support Unit, other internal stakeholders, and Field Operations Division district offices to coordinate and standardize provider assistance regarding implementation of the OASIS data set. Acts as the clinical subject matter expert regarding the implementation and encoding of patient assessment data utilized for Medicare reimbursement known as Prospective Payment System (PPS). Maintains subject matter expert understanding of HHA's use of CMS' Internet Quality Improvement and Evaluation System (iQIES).

20% Develops curriculum and partners with the CHCQ Training and Development Unit to deliver educational training programs for CHCQ personnel and HHA staff based on federal regulations as prescribed in the Code of Federal Regulations (42 CFR Part 484, Home Health Services) and as directed by CMS Analyzes a variety of OASIS-

related data to determine compliance trends and to identify specific training needs. Represents the State of California in statewide and national meetings and attends federally required training related to OASIS data collection, reporting, and application.

- 45% Performs 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. May be assigned special projects to advance provider assistance, program oversight and quality assurance activities of the Branch.

Marginal Functions (including percentage of time)

- 5% Performs other duties as required to support the 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: JF

Date: 07/2026