

DUTY STATEMENT

Employee Name:	Position Number: 580-821-5393-745
Classification: Analyst II	Tenure/Time Base: Permanent/Full-Time
Working Title: NHAP Analyst	Work Location: 1615 Capitol Ave Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Licensing and Certification Division	Branch/Section/Unit: Healthcare Workforce Branch/Healthcare Professional Certification and Licensing Section/NHAP Unit

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 developing and maintaining an organized information system related to administrators, requests for information and administrators-in-training. The Analyst II establishes and maintains effective professional work relationships with Nursing Home Administrator Program employees, Nursing Home Administrators (NHA), members of the public, industry, staff from various governmental agencies and other individuals contacting Nursing Home Administrator Program (NHAP) on a daily basis. The Analyst II would be on the team that presents the NHAP Approved Preceptor Training to Preceptors (PRE). Travel is required up to 20% of the time.

The incumbent works under the direction of the Supervisor I of the Nursing Home Administrator Program Unit.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☒ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 20%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Investigates cases of suspected abuse, theft, fraud, and unprofessional conduct involving Nursing Home Administrator. Conducts on-site visits to collect evidence such as medical records, employment documents, and investigation reports. Uses proper interview techniques to secure witness statements and statements from the accused. Provides the NHAP Chief with status updates on all assigned investigations. Prepares comprehensive investigation reports which show findings and evidence collected during the investigation. Makes recommendations to the NHAP Chief for appropriate disciplinary action to be taken when evidence has substantiated the allegations. Secures assistance of law enforcement agencies and works on joint investigations when required. Maintains a medium to large caseload. Prepares for and represents the Department at Administrative Appeal Hearings. Prepares subpoenas, coordinates with witnesses and arranges transportation, if needed, for the Hearings. Testifies at any criminal proceedings on the results of the Department's investigations.
- 30% Receives and analyzes NHA renewal applications. Uses Health and Safety Code Section 1416 et al. to determine which statute applies and determine if the package meets the requirements of the specific section that applies; notifies applicants of any deficiencies in their renewal application package. Reviews and documents all of the applications, notifications, and allegations of misconduct the NHAP receives. Coordinates with the Enforcement Coordinator on complaints received by the NHAP. Makes a recommendation to the NHAP Chief on whether the NHAP will investigate allegations that Licensees or applicants have violated applicable statutes and regulations. Provides analysis of which statutes or regulations were violated when making their recommendation to the NHAP Chief. Tracks when investigations are not opened and provides analysis of the reasons why complaints are not opened. Reviews and analyzes Continuing Education Provider (CEP) applications for renewal for completeness and meeting statutory and federal requirements. Independently determines if submitted documentation meets statutory standards and issues a letter to applicants of any deficiencies, corrective action plan, and sets due dates. Makes a recommendation to the NHAP Chief to issue a denial if the applicant does not meet requirements. Conducts background checks on all applicants and nursing home administrators. Evaluates and analyzes confidential and classified criminal offender record information obtained from the Department of Justice, arrest reports, court documents and/or evidence of rehabilitation and determine the nexus that determines if the conviction is substantially related to the duties of an NHA and whether or not they have

submitted sufficient rehabilitation. Prepares comprehensive background check reports which details analysis, evidence, and findings during the background check investigation. The analyst will present a recommendation for disciplinary action to the NHAP Chief, if warranted.

- 20% Ensures accurate fees are collected for program services provided; prepares necessary documents for rate studies to adjust fees as needed, prepares documents for grant proposals, budget change proposals, concept papers, finance letters, and budget language; creates detailed statistical workload reports; maintains, updates, and ensures accuracy of employment and contact information databases for all Administrators-in-Training (AIT), NHAs, and PREs; develops legislative proposals; identifies and analyzes PRE program and makes recommendations to the NHAP Chief; and reviews pass/fail results of AITs to evaluate a Preceptor's effectiveness and makes recommendations on whether the PRE's certificate should be revoked to the NHAP Chief. Reviews PRE applications for completeness; determines if submitted documentation meets statutory standards for participation; notifies applicants of any deficiencies in their application package; independently researches PRE inquiries and issue; and recommends eligible PRE candidates for approval to NHAP Chief. Prepares and presents the training for the required Nursing Home Administrator Preceptor Training. Schedules and books rooms for the PRE training; Reviews and updates the slides in the PRE presentation; ensures the PRE handouts are updated as needed; reviews and analyzes the results of the PRE survey and makes recommendations to the NHAP Chief for updates to the PRE program.
- 5% Identifies and analyzes Program enforcement issues and presents recommendations to the NHAP Chief. Interprets statutes, regulations, and Program policy, as needed. Collects, interprets and analyzes data to prepare various statistical reports. Attends meetings to present routine and/or special reports. Identifies the need for statutory and regulatory amendments and advises NHAP Chief. Prepares specific language to effect change. Analyzes legislation to determine the impact to the NHAP. Prepares and processes rulemaking files. Investigates allegations against AIT candidates, CEPs, or Preceptors; and prepares reports with recommendations of disciplinary actions for the review of the NHAP Chief.

Marginal Functions (including percentage of time)

- 5% Other duties as required.

Special Characteristics:

1. Employees in the Nursing Home Administrator Program (NHAP) of the Licensing and Certification (L&C), Healthcare Workforce Branch (HWB) must submit fingerprints via the live scan fingerprinting process through the Department of Justice (DOJ) to obtain state and federal fingerprint clearance prior to employment. Pursuant to Penal Code section 11102.2 NHAP employees must obtain and maintain confirmation as a Custodian of Records by the DOJ.
2. The Department may receive possible subsequent arrest and conviction notifications from the DOJ until the L&C HWB NHAP submits a "No Longer Interested" (NLI) form to DOJ. The NLI form is submitted when an employee terminates their employment with HWB.

☐ 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: 9/17/26