

DUTY STATEMENT

Employee Name:	Position Number: 580-860-5393-909
Classification: Analyst II	Tenure/Time Base: Limited-Term/Full-time
Working Title: Application Analyst	Work Location: 1615 Capitol Avenue, 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: Centralized Applications Branch/Non-Long Term Care Section/Clinic 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 acting as lead analyst and subject matter expert, independently performing a variety of the more complex technical analytical tasks related to the implementation of public and program policy, procedures, interpretation of State and Federal statutes, regulations, and legislation related to the Center for Health Care Quality (CHCQ) and reviewing provider applications requesting licensure and certification. The Analyst II (A II) will be responsible for enforcing licensing and certification standards in accordance with State, Federal, and local laws and regulations. The incumbent will be responsible for independently preparing documents and reports to support recommendations for approving/denying Initial and Change of Ownership (CHOW) applications for health facilities and

providers of services statewide and complete all Report of Changes. The incumbent will conduct research utilizing various databases to ensure compliance with State and Federal statutes. The incumbent will develop expertise in a number of program areas and will analyze and research issues, work closely and cooperatively with others and in teams, and prepare responses to controlled and other program correspondence on a variety of subjects. The incumbent will have frequent contact with health care providers, other State and Federal entities, city and/or county agencies, other division/sections within the Department, and the Office of Legal Services.

The incumbent works under the direction of the Supervisor I.

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% Independently, reviews and analyzes health care facility licensing and certification application packets, forms, supporting documents, and forms management system for completeness, accuracy, consistency, and compliance with State and Federal laws, regulations, rules, and Department requirements. Updates the Electronic Licensing Management System (ELMS) timely, accurately, and thoroughly with health care facility application information. Conducts complex research utilizing various databases to ensure compliance with State and Federal statutes. Evaluates data against known fraud risk factors to ensure compliance with statutory and regulatory requirements for licensing and certification. Research prospective licensee's performance and ownership in health care facilities, recommends approvals/denials for Initial and Change of Ownership applications, and all Report of Changes. Ensures that all necessary forms and documents are correct and complete prior to approving the application packet and referring the application packet to the CHCQ district office for a licensing survey, life safety code inspections, and fire clearance. Corresponds with the health care facilities stakeholders both in writing and verbally.

35% Researches, analyzes, and develops policies and procedures to ensure applicants applying for licensing and certification meet the State and Federal requirements. Researches and evaluates laws, policies, and procedures to analyze changes and issues relative to the Licensing and Certification (L&C) Program and makes recommendations to management. Formulates and implements an action plan for issue resolution and presents problem resolution to management. Implements Federal directives from the Centers for Medicare and Medicaid Services and new Federal statutes and regulations. Develops job aids and other resource materials for the Centralized Applications Branch (CAB) and impacted stakeholders. Prepares technical, analytical reports and reviews public policy issues affecting the Program. Works on joint licensing or regulatory projects. Consults with legal services, provider associations, advocates, and program staff in the development of recommendations for the adoption or for changes in

public policy or program procedures. Collaborates with the district offices to resolve compliance issues and in work groups to identify process gaps and develop procedures and process improvements.

20% Responds to inquiries regarding current California state licensing requirements and Federal Medicare/Medicaid certification requirements. Provides consultation to the CHCQ district office as well as facility staff on State and Federal standards. Leads system change requests efforts for CAB to improve business practices and enhance accountability.

Marginal Functions (including percentage of time)

5% Performs 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: HHS

Date: 7/3/2024