DUTY STATEMENT

Employee Name:	Position Number: **580-831-8050-004**
Classification: Nurse Surveyor Supervisor II	Tenure/Time Base: Permanent/Full-time
Working Title: District Administrator	Work Location: 3901 Lennane Drive, Suite 210 Sacramento, CA 95834-2956
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Field Operations North Division	Branch/Section/Unit: Northern California Region Sacramento District Office

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 overseeing the review, evaluation, inspection, and certification of health facilities and agencies as to their compliance with State and Federal laws, regulations, and investigations of complaints. Carries out program activities in a specific region of the state for those facilities and agencies under the jurisdiction of the Center. The Nurse Surveyor Supervisor II (NSS II) ensures that all Department and Program mandates, policies and procedures are carried out in an appropriate and consistent manner. Up to 10% travel may be required

The incumbent works under the general direction of the Nurse Surveyor Manager (NSM).

Special Requirements

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

Essential Functions (including percentage of time)

40% Applies clinical knowledge of current nursing practices and standards of clinical care to direct, oversee, and review the work products, submissions, and decisions of subordinate Nurse Surveyor Supervisor Is (NSS I) and Nurse Surveyors in order to determine the appropriateness of patient care in response to surveyor reports and findings. Analyzes survey data and recommends approval or disapproval of initial licensure, initial certification and recertification of health care facilities and other providers in accordance with Federal and State laws and regulations. Issues citations subject to civil penalties in accordance with appropriate statutory and regulatory provisions.

Reviews each supervisor's workload and performance to assure that required Center activities are performed in accordance with mandated policies and procedures in a timely and professional manner. Makes workload adjustments as necessary to accomplish the required tasks. Provides direct oversight and/or training to Nurse Surveyor Supervisor Is (NSS I) and Nurse Surveyors in survey protocols and policy development related to the safe delivery of patient care services. Recruits, interviews, and hires staff; determines training needs of new and existing staff. Identifies and promotes continuing staff development and specialized training through coaching and mentoring. Evaluates staff performance using the Individual Development Plan assessment tool. Reviews and approves timesheets and absence requests; and completes documentation related to attendance, preventative, corrective, or adverse action, when appropriate.

25% Acts as a spokesperson regarding the region's licensing and certification policies and issues. Meets and confers with representatives from federal, state, and local agencies, advocacy and/or consumer groups, and providers regarding specific complaints, problems, or adverse actions against health facilities within the region, including license revocations, Medi-Cal/Medicare decertifications, issuance of citations, and general provider and consumer health facility issues and concerns.

15% Conducts informal dispute resolutions and holds informal conferences for complainant appeals. Reviews, approves, and renders decisions including adverse actions taken against healthcare facilities that violate laws and rules related to acceptable patient care standards and scope of practice for a variety of healthcare professionals. Coordinates and communicates with field office supervisors in the investigations of health care facilities based upon complaints or on suspected violations of public health laws. Reviews and coordinates approvals/disapprovals of Class A and AA citations and program flexibility requests (alternate methods of meeting the intent of the regulation). Evaluates and determines the appropriateness of the delivery of

health care and services of complex clinical procedures, treatments, diagnostics, and interventions in healthcare facilities and provider entities.

10% Serves as an expert witness in all State, Federal, or local criminal or civil actions against health care facilities and testifies as to the adequacy of services available to patients. Gathers evidence against violators, reviews and prepares reports for testifying in court, at hearings, and other legal proceedings. Reviews the completeness and appropriateness of the medical records, and surveys documentation in preparing for hearings, and other legal proceedings.

5% Attends statewide Regional Manager/Administrator meetings when scheduled by the Field Operations C.E.As. Provides agenda items for meetings and makes presentations as necessary. Prepares and conducts staff meetings for regional office staff.

Marginal Functions (including percentage of time)

5% Performs other job-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: DS
Date: 11/18/25