DUTY STATEMENT

Employee Name:	Position Number: **580-860-5157-909**
Classification: Analyst I	Tenure/Time Base: Permanent/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/Long Term Care Section/Report of Change 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 performing a variety of moderately 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 the review of provider applications requesting licensure and certification. The Analyst I (A I) 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 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 as well as 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 assist with analyzing and researching issues, work closely and cooperatively with others and in teams. Assist in preparing 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 supervision 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% Under supervision, reviews and analyzes health care facility licensing and certification application packets, forms, supporting documentation, and forms management system for completeness, accuracy, consistency, and compliance with State and Federal Laws, regulations, and Department requirements. Updates the Electronic Licensing Management System (ELMS) timely, accurately, and thoroughly with health care facility application information. Conducts moderately 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. Assists with researching 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, and ensures all requested documents are reviewed and approved by the Sup I, 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% Assists in researching and analyzing issues on a variety of topics related to health care facility licensing and certification. Assists in preparing correspondence in response to inquiries from stakeholders and the public. Assists with drafting letters advising health care facilities and staff of program changes or implementation of new statutory provisions. Assists in implementing Federal directives from the Centers for Medicare and Medicaid Services and new Federal statutes and regulations. 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.

20% Assists in preparing technical and analytical reports. Reviews public policy issues affecting the Licensing and Certification (L&C) program. Assists with the development of policy and procedures. Assists with research and analysis of Program needs, statutory and regulatory authority, and the impact on the public. May consult 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.

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: 1/30/2025