# DUTY STATEMENT

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| Employee Name: | Position Number:<br>**580-821-8050-909** |
| Classification:<br>Nurse Surveyor Supervisor II | Tenure/Time Base:<br>Permanent/Full-Time |
| Working Title:<br>Health Administrator | Work Location:<br>1615 Capitol Ave<br>Sacramento, CA 95814 |
| Collective Bargaining Unit:<br>S01 | Position Eligible for Telework (Yes/No):<br>Yes |
| Center/Office/Division:<br>Center for Health Care Quality/ Licensing & Certification Division | Branch/Section/Unit:<br>Healthcare Workforce Branch/Healthcare Training Program Review Section/eLearning Review 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 supervising the eLearning Review Unit (ELRU). This unit is responsible for oversight, approval, disapproval, and complaint investigations of online and distance-learning training program applications and web-based online training courses for certified nurse assistants (CNAs), home health aides (HHAs), and continuing education programs. The Unit also provides oversight for the approval/disapproval of Directors of Staff Development (DSD) Instructor applications and competency evaluation programs (testing vendors). The Nurse Surveyor Supervisor II responds to inquiries from the public, press, health facility operators, and administrators on policy, procedures, and regulatory interpretations.

The incumbent works under the direction of the Nurse Surveyor Manager (NSM), Healthcare Training Program Review Section.

## 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)

35% Supervises the Unit staff responsible for oversight, investigation, survey, evaluation, approval, disapproval of applications for online and distance-learning training program applications and web-based online training courses for CNA and HHA Training Programs, Continuing Education Programs, Directors of Staff Development/Instructors, and Competency Evaluation Programs (testing vendors). Reviews unit's workload and performance to ensure that requirements and activities are performed in accordance with State and Federal statutes and regulations, policies and procedures (i.e. Health & Safety Code, California Code of Regulations Title 22, Code of Federal Regulations Title 42). Ensures activities are performed timely and accurately according to mandates. Provides direction on clinical issues related to the scope of practice of CNAs and HHAs. Possesses the knowledge and skills to work with representatives from different training programs (i.e. facility-based, Regional Occupational Programs/Adult Education, Community Colleges, and proprietary schools). Performs workload adjustments as necessary to accomplish the required tasks. Ensures appropriate allocation of staff resources. Develops, reviews, and maintains policies, procedures, statistical data, and quality assurance program related to the oversight and management of the unit.

30% Ensures that a representative sample of training programs are inspected regularly to protect consumers and students in any training program against fraud or other practices that may result in improper or excessive payment of funds paid to training programs. Ensures that in evaluating training programs, staff are examining each training program's competency test passage rate and requiring each program to maintain an average of 60% test score (over a two-year period) to maintain participation in the program. Ensures appropriate oversight and intervention on poor performing training programs. Meets and confers with representatives from Office of Legal Services, Federal, State, Local Agencies, advocacy and /or consumer groups, and providers regarding specific actions, concerns and other sensitive issues including denial of applications for training, in-service, continuing education, DSD's/Instructors, termination of training status, etc.

15% Reviews and coordinates approvals/disapprovals of action against programs, denial of training applications. Approves personnel actions (i.e. hires, transfers adverse actions etc.) within the unit. Develops budget change concepts, budget change proposals, legislative concepts, legislative proposals, issue memos, draft regulations and other formal notifications. Participates in the development of workload and fiscal impact statements for budget change proposals, providing documentation to the Department of Finance and legislative staff, coordination with provider organization, and development of protocols for implementation.

10% Approves, disapproves, and monitors unit expenditures relative to travel for surveys, complaint investigations, and site visits. Monitors employees' performance and skill level. Provides timely, formal and on-the-job training to ensure good performance. Informs employees of their progress and performance through timely informal feedback and formal Performance Evaluation. Travels as required to accompany staff in monitoring and reviewing program-related conferences and training.

5% Recruits, hires, trains, and evaluates personnel. Issues staff commendations and disciplinary actions. Conducts staff meetings. Establishes and maintains good public relationships to facilitate public and provider acceptance of section objectives.

## Marginal Functions (including percentage of time)

5% Other job-related duties as assigned.

☐ 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 |
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| Supervisor's Signature | Date | Employee's Signature | Date |

**HRD Use Only:**
Approved By: DS
Date: 10/22/2026