DUTY STATEMENT

Employee Name:	Position Number: **580-841-5393-705**
Classification: Analyst II	Tenure/Time Base: Permanent/Full-time
Working Title: Audit Analyst	Work Location: 681 S. Parker Street, Suite 200 Orange, CA 92868
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/Staffing Audits Section (A)/Staffing Audits Unit A

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 supporting the Center for Health Care Quality's (CHCQ) mission to ensure health care facilities comply with State laws and regulations and meet Federal requirements when accepting Medicare and Medi-Cal payments. The Analyst II conducts onsite audits to assess compliance with direct care staffing requirements. The Analyst II independently collects, analyzes, and interprets complex data related to healthcare facility staffing practices and applies regulations, policies, and procedures to evaluate staffing data to make critical determinations regarding facility staffing levels. The Analyst II provides expert consultation to healthcare facilities' administration and CHCQ program personnel regarding policies and regulations including, but not limited to, the required minimum Direct

Hours Per Patient Day (DHPPD) standards.

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: Up to 85% and overnight travel
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

35% Travel independently to conduct unannounced onsite audits of healthcare facilities to evaluate, identify, document and report compliance with State and Federal licensing and certification regulations related to direct care staffing. Conduct comparative analyses of healthcare facility staffing practices by analyzing and interpreting complex payroll, personnel, staff scheduling and patient census data. Apply policies, procedures, and regulatory requirements to make critical determinations regarding health care facility non-compliance with State and Federal regulations that may result in monetary fines or other enforcement actions. Update various Federal, State and departmental electronic databases including the Electronic Licensing Management System (ELMS), the DHPPD database (MS Access), and the Federal Automated Survey Processing Environment (ASPEN) which are utilized to maintain sensitive data related to healthcare facility compliance with mandated healthcare delivery standards.

25% Function as a departmental representative, liaison, and subject-matter expert for the Staffing Audits Unit. Maintain professional and diplomatic verbal and written communication with varied entities, including healthcare facility representatives and departmental staff. Conduct entrance conferences with healthcare facility corporate and managerial staff. Conduct recorded exit conferences with healthcare facility corporate and managerial staff and departmental survey team members. Provide technical consultative assistance to healthcare facility and survey team staff pertaining to the health facility staffing portion of the survey process. Respond to questions regarding the staffing requirements required for healthcare facilities and assist facility staff with the submittal of documentation required for the DHPPD staffing requirements during the audit process. Communicate professionally and effectively with healthcare facility staff to resolve discrepancies or disputes with audit processes or findings. Compose timely complex and sensitive correspondence, including Statement of Deficiency reports to facilities and departmental agencies to document violations of CHCQ requirements. Utilizing an Access database, electronically transmit audit data to the Staffing Audits Unit located in Sacramento.

10% Identify and analyze problems and issues related to unit policies and procedures; determine program operational needs and requirements; and recommend effective actions for improvement. Consult with, and provide information and analyses to, unit managers

regarding program data collection, tracking and reporting processes. Respond to requests for detailed and comprehensive statistics and information regarding healthcare facility staffing compliance levels and related data collected through the audit process reporting. Review, evaluate, and respond to requests, verbally and in writing, from CHCQ regional office staff regarding survey findings and appeals.

10% Attend and present both written and verbal testimony to provide support for civil monetary penalties, informal conferences, citation review conferences, evidentiary hearings, informal dispute resolutions, municipal or superior court proceedings, and arbitration procedures. Respond to these legal actions as an expert witness on matters relating to State and Federal laws and regulations pertaining to staffing of healthcare facilities.

10% Function as a team member in multi-disciplinary workgroups and special projects involving the development, modification, and evaluation of CHCQ and Staffing Audits Section programs and services. Provide technical consultation for various special projects. Assist in the development and implementation of complex changes in legislative concepts, policies and procedures, and staff training materials. Analyze new legislation related to healthcare facilities and interpret the impact on CHCQ's mission.

5% Communicate with, and provide specialized assistance to, CHCQ regional office staff during the licensing survey process by coordinating audit schedules, maintaining consistent effective communication with survey team leaders and team members by consulting on and reporting audit findings. Maintain individual daily, weekly and monthly schedules to ensure assignments are completed efficiently and timely. Consistently monitor and maintain communication methods, including email and cell phone. Maintain individual departmental training standards and requirements.

Marginal Functions (including percentage of time)

5% Perform 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: JF
Date: 07/16/2026