DUTY STATEMENT

Employee Name:	Position Number: **580-854-8051-011**
Classification: Nurse Surveyor Supervisor I	Tenure/Time Base: Permanent/Full-Time
Working Title: Nurse Surveyor Supervisor	Work Location: 1741 Technology Drive, Suite 160 San Jose, CA 95110
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: Bay Area Region/San Jose 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 providing the first level of supervision to Nurse Surveyors responsible for surveying health care facilities and enforcing licensing and certification standards in accordance with State, Federal, and local laws and regulations. The Nurse Surveyor Supervisor I (NSS I) reviews all reports, surveys and correspondence prepared by field staff, and State Fire Marshalls. The NSS I communicates with the public and health facility operators/administrators on policy, procedures, and regulatory interpretations. The (NSS I) is responsible for working together with Program personnel to ensure quality work and performance, in order to achieve established goals and objectives and fulfill the mission of the Department. Up to 25% travel is required.

The incumbent works under the direction of the Nurse Surveyor Supervisor II (NSS II).

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 25%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: RN License
- ☐ Other:

Essential Functions (including percentage of time)

25% Supervises in the field and office setting by establishing and maintaining work priorities, and developing goals and objectives for the unit. Delegates staff assignments and monitors program on a weekly basis. 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. Trains new health care evaluators on unit protocol, policies, regulations, and departmental standards. 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% Consults and provides direction in the investigatory, decision-making, and report writing processes of assigned field personnel prior to, during, and after State and Federal surveys. Monitors and evaluates work products, including surveys, citations, complaints and field visit reports. Provides guidance to distrcit office staff on any outstanding questions. Provides guidance to health facilities regarding the survey processes. Reviews, edits, and corrects 2567s submitted by surveyors after completion of on-site surveys and investigations.

20% Ensures that all assigned health facilities/entities are properly licensed and certified in accordance with Federal and State laws, regulations, and Department policy. Applies State and Federal laws, regulations, and rules administered by CDPH, which governing the planning, construction, licensing, inspection, regulation, and supervision of such public and private health facilities as hospitals, nursing homes, intermediate care facilities, clinics, adult day-care centers, and home health agencies. Advises management on potential and emerging policy issues and the need to formulate appropriate program responses in support of new initiatives.

20% Oversees and coordinates enforcement actions, including the citation process, adverse actions, and consulting and working with the Office of the Attorney General and Office of Legal Services in the preparation, presentation, and defense of legal actions.

Marginal Functions (including percentage of time)

5% Maintains a positive public relations environment by establishing professional and community contacts that encompass educational programs, and ongoing communication with providers. Assumes District Office responsibilities, when assigned, in the absence of the DistrictManager/Administrator.

5% Performs other work-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
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:
Approved By: ENA
Date: 03/06/2025