

CLASSIFICATION: LICENSING & EVALUATION COORDINATOR

Class Code: 5759-20

Date Established: 12-10-02

Occupational Code: 3-1-1

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To plan, coordinate and perform professional assessments with a designated program area to evaluate compliance with state and federal laws and regulations for the purpose of licensing and regulating designated services providers.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Plans, coordinates and conducts on site inspections of designated service areas to assure compliance with applicable state and federal laws.
- Provides consultation and technical assistance and supervision to operators or administrators or designated program areas.
- Investigates complaints and allegations of non-compliance of those operations.
- Analyzes inspection data to determine either provider certification or corrective action necessary to maintain certification.
- Prepares compliance and non-compliance reports on service providers.
- Compiles and analyzes data from interviews, observations, reviews of records and reports to establish a record of evidence.
- Researches and recommends changes in administrative rules or agency policy for compliance and enforcement activities.
- Analyzes evidence and supporting data to substantiate enforcement remedies for regulatory non-compliance.
- Represents the state agency at the administrative hearings and court cases, and testifies regarding the interpretation of federal and state regulations to support licensure or certification decisions.
- Researches and develops reports and educational materials, and makes formal presentations to promote regulatory compliance and adherence to all requirements.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

LICENSING & EVALUATION COORDINATOR

PAGE 2

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in a field relevant to program area in which position is assigned. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' experience in a field relevant to program area in which position is assigned. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid driver's license and access to transportation with liability insurance coverage as required by state laws. Professional license or certification as required by assigned program area.

SPECIAL REQUIREMENTS:

1. Must be willing and able to travel in and out-of-state, including overnight stays, and attend out-of-state training sessions as assigned.

FOR POSITIONS ASSIGNED TO HEATH AND HUMAN SERVICES ONLY:

Must be able to satisfactory complete or meet additional training criteria relevant to the assigned program area; such as but not limited to:

- Centers for Medicare and Medicaid Services (CMS), Surveyor Minimum Qualifications Test (SQTM)
- CMS Basic Life Safety Code Course
- US Food and Drug Administration Certified Milk Sanitation Rating Officer
- US Food and Drug Administration Certified Sampling Surveillance Officer
- Standardized by a certified US Food and Drug Administration Food Service Ratings Officer
- Qualified Instructor for food protection manager certification: qualification must meet the standards of the Conference for Food Protection
- Basic Child Care Licensing Health and Safety Course

RECOMMENDED WORK TRAITS: Extensive knowledge of the principles, techniques, and practices in designated service delivery areas. Thorough knowledge of New Hampshire and federal statutes and regulations governing licensure standards for designated service providers. Ability to supervise and coordinate investigations involving the application of professional theory and the interpretation of licensing laws, regulations involving the application of professional theory and the interpretation of licensing laws, regulations and requirements. Ability to plan, develop, direct and coordinate a variety of investigations and related projects. Ability to recognize environmental and service delivery conditions unsafe to the public, and to develop measures to correct those problems. Ability to communicate effectively in oral and written form. Knowledge of and ability to utilize program specific computer software and telecommunication devices. Ability to prepare reports and to prepare papers and lectures. Ability to establish and maintain effective communications and a professional working relationship with health care providers, other state agencies and public associations. Must be willing to maintain appearance to assigned duties and responsibilities as determined by the agency appointing authority. Responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.