

**STATE OF OHIO (DAS)  
CLASSIFICATION  
SPECIFICATION**

<b><u>CLASSIFICATION SERIES:</u></b> ODJFS Licensing/Certification Specialist	<b><u>SERIES NUMBER:</u></b> 6574
<b><u>MAJOR AGENCIES:</u></b> Ohio Department of Job & Family Services (ODJFS) only	<b><u>EFFECTIVE:</u></b> 02/28/2010

**SERIES PURPOSE:**

The purpose of the licensing/certification occupation is to license &/or certify child care & child welfare programs, agencies, caregivers, operations, facilities &/or children residential centers (CRC) to assess compliance with applicable licensure&/or certification regulations, standards & Ohio Department of Job & Family Services (ODJFS) departmental rules.

At the full performance level, incumbents independently survey, monitor, evaluate &/or inspect child care and child welfare programs, agencies, caregivers, operations, facilities &/or CRCs.

At the highest level, incumbents supervise licensing/certification specialists in surveying, monitoring & inspecting residential care facilities or day care operations or child welfare family foster home certification process or manage & direct operations of licensing field office.

**GLOSSARY:** For the purposes of this class specification child care refers to public or private camps, centers &/or family child care. Child welfare refers to foster care, adoptive care & residential functions.

This series does not include surveyors who work in Department of Health (see Health Care Facilities Surveyor, 6577 and Health Care Facilities Compliance Consultant, 6578) or surveyors who work in Department of Mental Health (see Mental Health Standards Surveyor, 6579).

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
ODJFS Licensing/Certification Specialist	65741	12	06/30/2008

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of child development, child care &/or child welfare licensing &/or certification & compliance activity in order to independently survey, monitor, evaluate & inspect public/private child care &/or child welfare programs, agencies, caregivers, operations, facilities &/or children residential centers (CRC) to assess that developmentally appropriate services are rendered to children in compliance with applicable safety & health standards, licensing &/or certification standards & regulations & recommend licensure/certification &/or enforcement.

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
ODJFS Licensing/Certification Supervisor	65745	13	02/28/2010

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of facility licensure in order to assist in administering statewide licensure program or to direct & monitor licensure & compliance enforcement activity for assigned agency & in addition to either option, supervise licensing and enforcement or clerical personnel, or to manage & coordinate child welfare family foster home certification process for assigned districts & supervise licensing/certification specialists, or to manage & direct overall operations of Ohio Department of Job & Family Services (i.e., ODJFS) licensing field office & train & oversee licensing/certification specialists.

<b>JOB TITLE</b>	<b>JOB CODE</b>	<b>B. U.</b>	<b>EFFECTIVE</b>	<b>PAY GRADE</b>
ODJFS Licensing/Certification Specialist	65741	011	06/30/2008	12

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Independently surveys, monitors, evaluates & inspects public/private child care &/or child welfare programs, agencies, caregivers, operations, facilities &/or CRCs to assess that developmentally appropriate services are rendered to children in compliance with applicable safety & health standards, licensing &/or certification standards & regulations & recommend licensure/certification &/or enforcement (e.g., travels to child care &/or child welfare sites; conducts thorough review of agency records, policies, procedures, handbooks, files, enrollment records, medical, dental & other records for proper signatures, accuracy, form completion & compliance with statutory requirements; inspects physical settings such as indoor & outdoor areas for unsanitary conditions such as mold & garbage, inspects playgrounds & playground equipment in all weather conditions, to guarantee health & safety of children, inspects restrooms & hand washing stations assuring health & sanitation rules are followed, interviews staff members, observes interaction between children & staff to determine compliance with statutory requirements; identifies issues of non-compliance & examples of best or promising practices & recommends licensing, certification &/or enforcement actions; reviews major incident reports & complaints registered against caregivers, agencies and/or facilities suspected of possible violations, gathers evidence & supportive documentation in cases subject to enforcement pursuant to section 119 of the Ohio Revised Code and provides legal testimony as required; uses computer or other electronic devices [e.g. automated licensing statistical data system, State Automated Child Welfare Information System (SACWIS)] to prepare data, reports of survey findings indicating areas of deficiencies & noncompliance and best practices; meets with caregivers and/or agency to discuss areas of non-compliance, interprets & clarifies policies in relationship to violations identified; advises caregivers &/or agency administrators on methods to achieve compliance & follows-up to assess compliance; establishes time frames for compliance & provides technical assistance & guidance, monitors achievements of compliance; conducts follow-up investigations, recommends appropriate licensing &/or certification action for child care, child welfare or child placement agencies; provides legal testimony as needed).

Maintains confidential electronic records of licensed & unlicensed programs, operations facilities; acts as consultant to licensed or prospective operators &/or caregivers on regulations & standards & provides technical assistance; analyzes data gathered in field in order to provide recommendations & input into policy & rule development; participates in development & enforcement of departmental policies & procedures, rules, regulations & standards of child care & child welfare programs/operations; reviews proposed rules for impact on service provision & on health, safety of children & stability & quality of placement options.

Conducts, facilitates &/or participates in training sessions for owners, administrators, child care staff members &/or caregivers working in conjunction with county, city & state agencies, coordinates & exchanges information & services with other public/private social services agencies & other regulatory agencies; attends meetings & workshops related to child care &/or child welfare licensing &/or certification policy & procedures.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of child growth & development, agency, state &/or federal laws, rules, standards & regulations governing staffing, management, licensure, certification & operation of child care &/or child welfare programs &/or agencies; inspection & investigation techniques pertinent to evaluating compliance of programs/operations, facilities &/or CRCs; human relations; public relations; interviewing. Skill in operation of office equipment & personal computer. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; gather, collate & classify & analyze information about data, people or things; handle sensitive inquiries from & contacts with officials & general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in early childhood/human development, social or behavioral sciences; 6 mos. trg. or 6 mos. exp. in agency, state &/or federal laws, rules, standards & regulations governing child care &/or child welfare programs (e.g., staffing, management, licensure, certification & operation of residential care or child care); 6 mos. trg. or 6 mos. exp. in inspection & investigation techniques pertinent to evaluating compliance of child care &/or child welfare programs, agencies, caregivers, & operations, facilities &/or CRCs; valid driver's license.

Or 24 mos. experience working in child care or child welfare programs (experience commensurate with program area to be assigned per approved Position Description on file); 6 mos. trg. or 6 mos. exp. in agency, state &/or federal laws, rules, standards & regulations governing child care &/or child welfare programs (e.g., staffing, management, licensure,

certification & operation of residential care or child care); 6 mos. trg. or 6 mos. exp. in inspection & investigation techniques pertinent to evaluating compliance of child care &/or child welfare programs, agencies, caregivers, operations, facilities &/or CRCs; valid driver's license.

Note: Applicants for positions in Ohio Department of Job & Family Services (child care licensing) must also meet one of the trainer requirements cited in Administrative Rules 5101:2-12 27 or 5101:2-12- 28.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires frequent travel; overnight stays required; exposed to communicable diseases; exposed to unpredictable behavior of people/animals during inspections; exposed to human noise such as children crying & yelling.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
ODJFS Licensing/Certification Supervisor	65745	EX	02/28/2010	13

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Assists in directing statewide licensing program or directs & monitors licensure & compliance enforcement activity for assigned agency & in addition to either option, supervises assigned licensing/certification specialists or clerical personnel (e.g., provides orientation & training to licensing/certification specialists as related to day care operations or residential care facilities servicing clients of mental retardation or youth oriented programs; observes & evaluates effectiveness of staff during survey process & advises personnel on techniques & methods; reviews inspection reports submitted by licensing/certification specialists, provides recommendations & guidance to assist staff in determining compliance &/or recommends approval, disapproval or revocation of licenses for day care operations or residential care facilities; oversees review & processing of correction plans; assists in developing or develops applicable administrative rules; identifies goals & objectives); or manages & coordinates child welfare family foster home certification process for assigned districts & supervises licensing/certification specialists; or manages & directs overall operations of Ohio Department of Job & Family Services' licensing field office & trains licensing/certification specialists in implementation & use of day care licensing personal computer software & hardware.

Surveys & evaluates care facilities to ensure compliance with state & federal rules, regulations & standards; appraises & evaluates general organization, staffing & operation of facilities; does preliminary review of reported unusual incidents &/or investigates unusual rules violations & makes final recommendations on findings or elects to implement findings/recommendations of licensing/certification specialists to close out case; develops & implements policies & programs concerning day care operations or residential care facilities; researches & evaluates special programs; prepares budget estimates; oversees preparation & processing of all requested licensure waivers, revocation & adjudication letters or activities of licensing/certification specialists.

Functions as liaison between other departments & agencies concerning day care or residential care facility programs or child welfare family foster home certification process; plans educational programs to upgrade knowledge of local providers; meets with local, state &/or federal individuals or groups to coordinate existing services & provide information; acts as liaison with public services agencies in conduct of investigations involving allegations of child abuse & neglect in regulated child care facilities; acts as department's representative with office of attorney general regarding enforcement cases.

Gathers evidence in cases requiring legal action & testifies before judicial bodies when necessary; prepares reports on surveys & consultations; attends meetings & serves on committees; prepares for & participates in revocation hearings; serves as liaison with fiscal services for receipt & processing of licensing application fees & criminal record checks for licensing.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of agency, state &/or federal laws, rules, standards & regulations governing staffing, management, licensure, certification & operation of residential care or day care facilities & related care information requirements; inspection & investigation techniques & procedures pertinent to evaluating compliance of facilities; public relations; interviewing; supervisory principles/techniques\*; budgeting\*. Ability to define problems, collect data, establish facts & draw valid conclusions; proofread technical reports, recognize errors & make corrections; write meaningful, concise & accurate reports; handle sensitive inquiries from & contacts with officials & general public. Demonstrated competence in the following: acting with integrity, adapting for impact, building productive relationships, continuously improving quality, developing self, focusing on customers, valuing cultural diversity, developing staff & others, fostering team development, directing & measuring work, informing, making effective decisions, managing priorities, managing change, navigating organizational politics, cultivating vision & purpose, & thinking strategically.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

18 mos. trg. or 18 mos. exp. in agency, state &/or federal laws, rules, standards & regulations governing staffing, management, licensure, certification & operation of residential care or day care facility & related care information requirements; 18 mos. trg. or 18 mos. exp. in inspection & investigation techniques pertinent to evaluating compliance of care facilities; 3 mos. trg. or 3 mos. exp. in interviewing; valid driver's license.

-Or 12 mos. exp. as ODJFS Licensing/Certification Specialist, 65741; valid driver's license.

Note: Applicants for positions in Department of Job & Family Services (child care licensing) must also meet the trainer requirements cited in Administrative Rules 5101:2-12-27 or 5101:2-12-28.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel.