

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

Social Services Licensing

SERIES NO.:

6948

MAJOR AGENCIES:

Health only

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the social service licensing occupation is to review and analyze licensure applications for nursing homes, residential care facilities, homes for the aging, mental nursing homes, adult care facilities, health care facilities and/or agricultural labor camps, maternity licensure, community alternative homes & hospices.

At the lower level, incumbents review and analyze license applications for nursing homes, residential care facilities, homes for the aging, mental nursing homes, adult care facilities, health care facilities &/or hospices.

At the higher level, incumbents administer and develop licensing programs for long term care facilities and non-long term care facilities and supervise social service licensing specialists and other staff as assigned.

This series does not include representatives involved in inspection or investigative duties of health care facilities, residential care facilities or day care centers (see Facilities Standards Representative and Health Care Facilities Surveyor).

CLASS TITLE:

Social Services Licensing Specialist

CLASS NUMBER:

69481

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of governmental laws & licensing standards of long-term care and non-long term care facilities in order to review & analyze licensure applications for nursing homes, residential care facilities, homes for the aging, mental nursing homes, adult care facilities, health care facilities &/or hospices.

CLASS TITLE:

Social Services Licensing Administrator

CLASS NUMBER:

69487

EFFECTIVE DATE:

11/25/2001

CLASS CONCEPT:

The managerial level class works under administrative direction & requires extensive knowledge of governmental laws & licensing standards of long term care and non-long term care facilities in order to supervise lower-level social service licensing specialists and/or support staff in enforcement & implementation of licensure program for long term care & non-long term care facilities (e.g., nursing homes; residential care facilities, homes for aging, mental nursing homes, adult care facilities, health care facilities, agricultural labor camps, maternity licensure, community alternative homes &/or hospices).

CLASS TITLE: Social Services Licensing Specialist	CLASS NUMBER: 69481	BARGAINING UNIT: 007
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EFFECTIVE DATE:

03/07/2004

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.)

Reviews, researches & analyzes facility licensure application documentation (e.g., physician statement, zoning statement; certificate of need; completeness of application; occupancy permit; floor plans including number of rooms & beds; correct fee according to number of beds; fire inspection; confirm facilities registration with secretary of state) of nursing homes, residential care facilities, homes for aging, mental nursing homes, adult care facilities, health care facilities, agricultural labor camps, maternity licensure, community alternative homes, hospices, according to Chapter 3721 of Revised Code; requests any missing data, researches related correspondence, miscellaneous files & reports to ensure home has never been licensed before & to ensure no enforcement actions are pending, reviews license renewal documents to ensure completeness of form, correctness of fee & if change of operator has taken place, number of licensed beds has not been exceeded.

Reviews typed license applications for errors; logs in application documentation (e.g., reports, surveys); mails forms to facilities; writes licensing correspondence & summary reports; assists in semi-annual license renewal process for facilities; reviews, researches & analyzes license requests for change of operator, change of classification, new addition, capacity increases, capacity decreases, relocation of beds; compiles listing of closed homes for dissemination to ODJFS, SFM & DGA staff; tracks & communicates facility's request to escrow beds for an approved period of time; ensures licensure files are purged per approved retention policy & files are orderly & maintained.

Verifies fees; updates financial fields in database; reviews application for completeness & accuracy; reviews fire inspection reports; prints confirmation letters; forwards renewal applications to file room.

Coordinates & exchanges information & services with public & private social service agencies & fire & building departments; provides technical assistance, guidance & interpretation of licensing regulations to general public & facility operators.

MAJOR WORKER CHARACTERISTICS:

Knowledge of governmental laws & licensing standards of long term care & non-long term care facilities; public relations*; medical terminology*. Ability to review & interpret technical & medical documents & draw valid conclusions; write technical reports & correspondence; handle sensitive inquiries from & contacts with general public, facility operators, & fire & building inspectors.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 college level courses in business, social service, public health, or related field; 12 mos. trg. or 12 mos. exp. in governmental laws & licensing standards of long term care &/or non-long term care facilities.

-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:

Not applicable.

CLASS TITLE: Social Services Licensing Administrator	CLASS NUMBER: 69487	BARGAINING UNIT: EX
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EFFECTIVE DATE:

11/25/2001

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.)

Supervises lower-level social service licensing specialist(s) &/or support staff in enforcement & implementation of licensure program for adult care facilities, community alternative homes, health care facilities (e.g., ambulatory surgical facilities, freestanding birthing centers, freestanding dialysis centers & freestanding inpatient rehabilitation facilities, hospice care programs, maternity licensure, nursing homes, residential care facilities, asbestos licensure/certification & agricultural labor camps), independently makes decisions relative to programs & coordinates with Ohio Department of Health district offices, building officials, state fire marshal's office, insurance companies, attorneys regarding surveys & issuance of licenses.

Plans, develops & organizes activities for bureau's license program, develops priorities for licensure for program & daily functions, reviews licensure applications, requests additional information to complete applications, requests district office surveys & finalizes paperwork before authorizing licenses, prepares monthly reports, prepares application packets & forwards to regulatory compliance for enforcement action, processes paperwork for invoices & refunds & verifies fee payments for asbestos program, attends, coordinates, schedules & participates in meetings with division staff & other state agencies, Ohio Department of Health legal counsel, & other private organizations, keeps staff informed of changes &/or updates affecting program, bureau, &/or division, develops & revises program forms; coordinates & processes print orders for special assignments/activities.

Communicates with staff & public sector by analyzing rules, statutes & interpretation of rules & regulations; references laws & policies on laws & policies affecting regulated facilities (e.g., researches, interprets & offers recommendations on laws, rules & guidelines); interprets statutes & rules for application to various health facilities; reviews financial forms of prospective facility operators.

Reviews, analyzes & interprets rules & statutory language for licensure program; establishes, revises &/or amends statutory language for health care facilities program; maintains liaison with state/local officials, general public & private agencies; processes paperwork for refunds, invoices & credits (e.g., determines accounting action; grants authorization for processing of requests), provides training to staff; analyzes, develops policies & procedures for licensure program; prepares &/or gathers information for testimony/speeches.

MAJOR WORKER CHARACTERISTICS:

Knowledge of governmental laws & licensing standards of long term care & non-long term care facilities; public relations; management principles*; supervisory techniques/procedures*; budgeting*. Ability to review & approve technical & medical documents; write technical reports, correspondence & legislation; handle sensitive inquiries from & contacts with long term care & non-long term care facility operators, governmental agencies & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business, public health, social services or related field; 12 mos. trg. or 12 mos. exp. in governmental laws & licensing standards of long term care &/or non-long term care facilities; 6 mos. trg. or 6 mos. exp. in public relations.

-Or 24 mos. exp. as Social Service Licensing Specialist, 69481.

-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:

Not applicable.