

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**  
**HEALTH FACILITIES OFFICER 2**

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**DEFINITION**

Performs supervisory and administrative work directing either a statewide certification and licensing program or a specialized survey, and fining and citation program, relating to licensure and certification of health care facilities; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Supervises and evaluates the work of staff including Health Facilities Surveyors, Compliance Officers and other staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Executes responsibility for the licensing or certification of health care facilities and other providers; directs subordinate staff in the review of facilities to ensure compliance with federal conditions and standards; recommends certification to the single state agency or Health Care Financing Administration.

Oversees the investigation of complaints relating to health care facilities; directs subordinate staff in review of areas alleged to be in non-compliance with rules or certification conditions and standards.

Manages the fining and citation of facilities found to be in non-compliance with licensure standards as a result of surveys or complaint investigations.

Analyzes results of construction surveys relative to health facilities to determine conformance with state and federal physical standards; verifies recommendations for approval or disapproval of licensure and certification.

Develops program policy and communicates such to providers, the public, other agencies, elected officials and others through public appearances, correspondence, personal and telephone contacts and interagency committees.

**COMPETENCIES REQUIRED**

Knowledge of the organization and operation of hospital and health care facilities as they relate to heating, ventilation, plumbing, electricity, bacteriology, water and food sanitation, lighting, and general sanitation.

Knowledge of the principles and practices of public and business administration as they relate to procurement, personnel administration, accounting, and program planning.

Knowledge of health planning as it relates to approval for participation in the licensure and certification program.

Knowledge of the requirements for health care in hospitals and long-term care facilities.

Ability to apply the laws, rules, and regulations applicable to operation and construction of hospitals and health care facilities.

Ability to plan, organize, coach and effectively supervise the work of others.

Ability to organize and present opinions and recommendations clearly and concisely, in oral or written form.

Ability to analyze results for accuracy and compliance with laws, rules, and regulations.

Ability to plan work, think conceptually, observe and evaluate current situations and trends, draw logical conclusions, and make sound decisions and recommendations.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follow policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

Graduation from an accredited four year college or university, licensure as a registered pharmacist, registered dietitian, or registered nurse, and experience equal to four years of full time work in administrative, consultative, or technical areas which involved the investigation or evaluation of situations, conditions, or operating policies or procedures of hospitals or other health care facilities;

OR

a combination of education and experience substituting thirty semester hours of graduate coursework in the fields of health; engineering; nursing; social work; psychology; counseling; rehabilitation; nutrition; public health; or business, public or health administration for one year of full-time qualifying experience, to a maximum substitution of two years;

OR

a combination of education and experience, substituting one year of qualifying experience for each thirty semester hours of qualifying education, to a maximum substitution of four years;

OR

employees with current continuous experience in the state executive branch that includes experience equal to twelve months of full-time work as a Health Facilities Officer 1.

Effective Date: 05/16 KF