



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

ANNOUNCEMENT OF JOB OPPORTUNITY Open to State Employees

TITLE	Health Systems Specialist 4 - 46793
SALARY/GRADE	\$81,446 - \$102,661 / Grade 25 (plus additional \$3,026 location pay)
NEGOTIATING UNIT	Professional, Scientific and Technical/05
LOCATION	Metropolitan Area Regional Office – New Rochelle Office of Primary Care and Health Systems Management – Nursing Home Surveillance Program 145 Huguenot Street New Rochelle, NY 10801-5228
MINIMUM QUALIFICATIONS	Permanent Transfer Candidates: Current New York State employee with one year of permanent or contingent-permanent service as a Consultant Nurse, Health Program Administrator 1-2-or-3, Health Systems Specialist 3, ICF/MR Survey Coordinator, Principal Sanitarian, Standards Compliance Analyst 2, or Standards Compliance Analyst 2 (Developmental Disabilities), and deemed eligible for transfer under Section 70.1 of the Civil Service Law. ***Provisional Candidates: Current DOH employee with one year of permanent or contingent-permanent service as a Community Nursing Services Consultant (Home Health Services), Consultant Nurse (Hospital Nursing Services Administration), Consultant Nurse (Community Nursing and Home Health Services), Health Program Administrator 1 (Emergency Medical Care), Health Systems Specialist 3, Health Systems Specialist 3 (Emergency Medical Care), Hospital Nursing Services Consultant, Principal Sanitarian, Regional Medical Care Administrator, Senior Nutrition Services Consultant, Senior Public Health Social Work Consultant, Specialist in Adult Services 2, or Standards Compliance Analyst 2.
PREFERRED QUALIFICATIONS	Knowledge of the Nursing Home Surveillance process and State and Federal Laws and regulations, excellent communication, written and organizational skills; ability to function independently and deal with multiple tasks and priorities; supervisory experience; Surveyor Minimum Qualification Test (SMQT) certified.
RESPONSIBILITIES	Supervise multiple surveyors and teams in the performance of Nursing Home and Adult Day Health Care Program surveillance activities to determine compliance with Federal, New York State and Local Health and Life Safety Code regulatory requirements. Review investigative reports, survey information, statements of deficient practice and facility plans of correction against Statewide standards for consistency and quality assurance. Recommend and/or implement initial certification, re-certification and enforcement actions that result from surveys and investigations of complaint allegations. Analyze Informal Dispute Resolution documents submitted by facilities against information in survey reports and make recommendations for resolving disputes. Serve as a liaison and expert representing the Department at administrative hearings, proceedings and meetings. Review applications and determine eligibility of temporary Administrator of Record candidates and Administrator in Training sites. Review facility emergency plans for adequacy and compliance and respond when appropriate. Develop, coordinate and implement plans to respond to high priority events that may include labor strikes, facility closures, natural disasters, pandemics, terrorist attacks, etc. Participate in quality assurance activities. Clarify survey protocols for program staff and providers. Provide training and oversight to surveyors and other program staff. Develop and monitor survey schedules and determine and prioritize staff work assignments. Monitor and evaluate staff performance. Track and/or approve leave, travel, time and attendance.
CONDITIONS OF EMPLOYMENT	Permanent, full time appointment, OR ***Provisional pending successful completion of the exam and reachability on the Civil Service eligible list. Travel is required, including travel to some areas not served by public transportation
APPLICATION PROCEDURE	Submit cover letter and resume, preferably in PDF format, to Human Resources Management Group, JB/HSS4/46793 , Room 2217, Corning Tower Building, Empire State Plaza, Albany, New York 12237-0012, or fax to (518)473-3395, or by email to resume@health.ny.gov , with Reference Code JB/HSS4/46793 included in the subject line. <u>Failure to include the required information in the subject line of your email or fax may result in your resume not being considered for this position.</u> Resumes will be accepted until April 28, 2019.

Re-issued: April 12, 2019

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER
PURSUANT TO EXECUTIVE ORDER 161, NO STATE ENTITY, AS DEFINED BY THE EXECUTIVE ORDER, IS PERMITTED TO ASK, OR MANDATE, IN ANY FORM, THAT AN APPLICANT FOR EMPLOYMENT PROVIDE HIS OR HER CURRENT COMPENSATION, OR ANY PRIOR COMPENSATION HISTORY, UNTIL SUCH TIME AS THE APPLICANT IS EXTENDED A CONDITIONAL OFFER OF EMPLOYMENT WITH COMPENSATION. IF SUCH INFORMATION HAS BEEN REQUESTED FROM YOU BEFORE SUCH TIME, PLEASE CONTACT THE GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS AT (518) 474-6988 OR VIA EMAIL AT INFO@GOER.NY.GOV

