



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 TRANSFER OPORTUNITY

4 Positions

TITLE	Health Care Surveyor 2 Nursing – 59509,59753,59900,59867
SALARY/GRADE	\$55,126 - \$70,013/Grade 19
NEGOTIATING UNIT	Professional, Scientific & Technical/05
LOCATION	Office of Primary Care and Health Systems Management Office of Professional Medical Conduct 150 Broadway, Riverview Center Albany, NY 12204
MINIMUM QUALIFICATIONS	Current Department of Health employee with permanent or contingent-permanent status as a Health Care Surveyor 2 (Nursing) OR other NYS employee with one year of permanent or contingent-permanent service as a Health Care Surveyor 2 (Nursing) or in a title at Grade 17 or above and eligible for transfer under Section 70.1 of the Civil Service Law OR eligible for transfer under Section 70.4 of the Civil Service Law with the following: You must be licensed and currently registered to practice nursing in New York State and have three years of post-licensure professional nursing experience, at least two of which must have been professional clinical nursing experience in a licensed health care facility. A bachelor's or master's degree in nursing can be substituted for one year of required general nursing experience.
PREFERRED QUALIFICATIONS	Five years of the following: previous investigative experience, and knowledge of current investigative techniques; Excellent written and oral communication skills; Good customer service skills and interpersonal skills; Strong computer skills, including experience using databases.
RESPONSIBILITIES	The Health Care Surveyor 2 Nursing will be responsible for investigating complaints and developing an investigative plan for cases involving violations of NYS Public Health Law, Section 230. The incumbent will conduct telephone interviews of complainants and physicians; Draft correspondence to subjects of investigation in compliance with NYS PHL Section 230; Obtain and review confidential data which may be necessary to locate subjects of investigation; Review and summarize all previous OPMC investigations of the subject physician; Document all investigative actions using the established OPMC protocol and maintain the OPMC database for case management; Prepare investigative summary of all actions including recommendation for disposition of cases; Prepare correspondence to complainant and physician advising of disposition of case, as appropriate; Prepare and present cases before Investigation Committee of the Board for Professional Medical Conduct when evidence of misconduct is identified; Respond to telephone calls from the public with questions concerning Section 230 and obtain and evaluate documentary evidence and medical/QA records as appropriate.
CONDITIONS OF EMPLOYMENT	Contingent-Permanent, full-time.
APPLICATION PROCEDURE	Submit resume to Human Resources Management Group, CB/HCS2/59509,59753,59900,59867 , Room 2217, Corning Tower Building, Empire State Plaza, Albany, New York 12237- 0012, or by fax to (518) 473-3395, or by email to resume@health.ny.gov with Reference Code CB/HCS2/59509,59753,59900,59867 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 accepted until filled.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY**

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