

**Adult and Child Care Licensing Specialist I**

Salary Group: B14

Class Code: 5040

<b><u>CLASS TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>SALARY GROUP</u></b>	<b><u>SALARY RANGE</u></b>
ADULT AND CHILD CARE LICENSING SPECIALIST I	5040	B14	\$31,144 - \$49,134
ADULT AND CHILD CARE LICENSING SPECIALIST II	5041	B15	\$32,976 - \$52,045
ADULT AND CHILD CARE LICENSING SPECIALIST III	5042	B16	\$34,918 - \$55,130
ADULT AND CHILD CARE LICENSING SPECIALIST IV	5043	B17	\$36,976 - \$58,399
ADULT AND CHILD CARE LICENSING SPECIALIST V	5044	B18	\$39,521 - \$64,449

**GENERAL DESCRIPTION**

Performs entry-level licensing and regulatory work. Work involves conducting inspections for compliance with codes, laws, regulations, and agency policies; and investigating complaints of alleged violations of licensing requirements. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

**DISTINGUISHING CHARACTERISTICS**

The Adult and Child Care Licensing Specialist job classification series is intended for positions that are responsible for inspecting and investigating licensed and registered facilities, unregulated facilities, and/or child-placement agencies to determine whether abuse, neglect, and/or exploitation has occurred. This series is typically found in health and human services agencies.

**EXAMPLES OF WORK PERFORMED**

Conducts inspections of state, contract, licensed, or registered facilities and/or operations to ensure compliance with codes, laws, and regulations; and researches and identifies causes of violations.

Conducts evidence, data, and field investigations to assess risks.

Conducts investigations of complaints alleging violations of licensing requirements.

Reviews compliance with monitoring reports, makes recommendations for corrective action on violations, and conducts follow-up reviews in cases involving violations.

Reviews, evaluates, and processes waiver and variance requests to mitigate risks to persons in care.

Reviews permits, records, and provided care to determine compliance with licensing requirements.

Contacts and interviews potential witnesses and complainants.

Obtains, verifies, and records evidence and documentation for use in investigations.  
Evaluates and summarizes investigation findings.

Processes fees and administers administrative penalties.

Provides technical assistance by answering inquiries and providing licensing-related information.

May perform undercover surveillance work regarding alleged violations.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in licensing, regulatory, or social work. Graduation from an accredited four-year college or university with major coursework in social work, counseling, psychology, criminal justice, or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the laws and regulations related to licensing; of principles and methods of inspections; of rules of evidence; of business practices in regulated occupations and industries; of investigative principles, techniques, and practices; and of gerontology or child development.

Skill in assessing risk in situations, in interviewing, in investigating, in resolving abuse or neglect allegations, and in the use of a computer and applicable software.

Ability to obtain information and conduct inspections, to evaluate living conditions, to prepare documentation, and to communicate effectively.