

Washington Management Service (WMS) Position Description

Position Title: Outpatient Clinical Care Facilities Inspection and Investigation Manager	Position Number/Object Abbreviation: 70041910	
Incumbent's Name (If filled position): Vacant	Agency/Division/Unit: DOH/HSQA/OHSO/Clinical Care Facilities	
Address Where Position Is Located: 111 Israel Road SE, Tumwater, WA 98501	Work Schedule: Part Time <input type="checkbox"/> Full Time <input checked="" type="checkbox"/>	Overtime Eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Supervisor's Name and Title: Robin Bucknell, Executive Director Clinical Care Facilities	Supervisor's Phone: 360-236-2906	

Organizational Structure

Summarize the functions of the position's division/unit and how this position fits into the agency structure (**attach an organizational chart**).

The mission of the DOH is to work with others to protect and improve the health of all people in Washington State. The division of Health Systems Quality Assurance is responsible oversight of Washington State's health care delivery system which includes licensing and regulating over 370,000 health care professionals and 7,000 facilities. HSQA also works closely with communities and local health partners to build strong health systems and prevention programs across the state to help ensure communities have access to good health care and emergency medical services.

The role of the Office of Health Systems Oversight is to support the department's mission to protect public health and safety by ensuring timely inspections of facilities and timely complaint responses, including investigations, of alleged violations of law and rule by licensees and regulated entities. The Office directs and integrates the work of case managers, professional inspectors and investigators who support the health care and facility programs of the Department of Health in the enforcement process. The Office provides technical expertise regarding the investigative, enforcement, disciplinary, and legal processes to health care provider and facility programs as well as boards and commissions throughout the Department of Health.

In this capacity, this position promotes and applies the agency's overall mission, priorities, values and strategic goals both internally and externally.

Position Objective

Describe the position's main purpose, include what the position is required to accomplish and major outcomes produced. Summarize the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization.

This position is responsible to administer statewide policy and programs for surveying federally certified and state licensed Ambulatory Surgical Facilities, Ambulatory Surgical Centers, and End Stage Renal Dialysis facilities. This position directs and manages the survey processes, and promotes and applies the agency's overall mission, priorities, values and strategic goals both internally and externally.

The responsibility of this position is to provide oversight and supervision for the Ambulatory Surgery Facilities (ASF), End Stage Renal Dialysis (ESRD), and Ambulatory Surgery Centers (ASC) unit work, including: compliance with federal and state rules and regulations, provide clinical guidance for office staff and leadership, and supervision of six (6) Nurse Consultant Institutional (NCI).



This position reports directly to the WMS 3 Executive Director. The position uses independent judgment, experience and knowledge to protect the health and safety of the public by enforcing and assuring compliance with state and Federal laws and regulations: oversees and directs the investigation of federally certified Ambulatory Surgery Centers (ASC) and End Stage Renal Dialysis (ESRD) facilities. This position also oversees and directs investigations of state licensed ASFs. This position advises OHSO leadership and leads survey staff on nursing services relating to clinical issues that arise in ASF/ASC and ESRD settings to help identify areas for citations. This position is responsible for ensuring clinical care investigators and surveyors understand and apply regulations by directing and managing the complaint investigation and survey processes for federally certified and state licensed health care facilities to determine compliance with Centers for Medicare & Medicaid Services (CMS) regulations as well as state licensure rules and laws. The position directs the responsibilities and activities of staff that perform complaint investigations for federal and state facilities, which includes over 300 state licensed and federally certified facilities or agencies. This position provides clinical consultation on matters involving complaint investigations and hospital survey inspections. This position is responsible for advising OHSO leadership team with current nursing standards, coordination of nursing consultation services for OHSO staff and OCHS program staff when requested. Applies and interprets state and Federal laws and regulations concerning related to assigned clinical care facility types.

Assigned Work Activities (Duties and Tasks)

Describe the duties and tasks, and underline the essential functions. Functions listed in this section are primary duties and are fundamental to why the position exists. For more guidance, see [Essential Functions Guidance](#).

The management objective of this position is to support the department's mission to protect public health and safety by ensuring timely inspections and investigations of federally certified and state licensed ASCs, ASFs and ESRDs. The position assists in assuring timely complaint responses, including investigations, of alleged violations of law and rule by licensees and regulated entities.

ASF/ASC, ESRD, Unit management and Leadership:

Manages the Investigation and Survey Unit including planning, leading, organizing, and controlling the work performed by the Unit; assure appropriate and optimum use of the organization's resources and enhance the effectiveness of employees through timely appraisal and professional development opportunities; support effective communications throughout the Unit; maintain the highest standards of personal/professional and ethical conduct and support the State's goals for a diverse workforce.

Directs the responsibilities and activities of six professional nurse consultants that perform complaint investigations throughout the state. Establishes performance management standards, expectations, and measurements for the above staff and works to ensure they are met. Holds staff accountable by identifying performance levels and taking action when necessary. Implements development and training plans.

Maintain oversight of the survey team by establishing performance management standards, expectations, and measurements. Holds staff accountable by identifying performance levels and taking action when necessary. Ensures implementation and development of training plans for the survey team and investigation teams.

Participates in the process for developing the ASF/ASC and ESRD state and federal budget and spending plans to include allotment adjustments, allocations, and spending performance.

Ensures facility investigations and surveys are completed in accordance with agency policies, procedures and expectations.

Primary participant on Case Management Team, assists in assigning priority level and resources and contributes to decisions to recommend initiating disciplinary actions.

Participates in complex, high profile surveys and investigations when complicated situations arise.

Provides policy development support to assigned facility types to include program support, rule development, policy and procedures, and implementation activities.



Develops training plans for investigation and survey staff.

Responsible for the management of the survey and investigation activities budgeted in the Title 18 Federal Grant and State licensing fees for federally certified facilities as well as state licensed facilities.

Conduct administrative reviews and on-site investigation in multiple geographic areas within Washington State to determine compliance with state and federal health and safety standards in regulated health care entities. These may include ASF/ASC and ESRD applying professional judgment, skills, and technical knowledge of current standards of nursing practice, and state and federal regulations.

Conducts qualitative review of all unit work product to ensure survey and investigations are conducted in a comprehensive and thorough manner with results that are accurate, coherent and useful for fulfilling the agency's mandate, and that work is objective, unbiased and impartial.

Advise and provide management, oversight of the federal and state survey process of federally certified and state ASF/ASC and ESRD.

This position reviews and provides consultation to proposed legislation to regulate assigned facility types.

Oversees unit staff to ensure their conduct is in keeping with the Department's standard operating procedure including its code of conduct for investigations and surveys.

Communicates with the public, inter-agency, intra-agency, state and local government and other organizational personnel: Provides linkage to professional organizations for agency types, licensed and/or certified.

Monitors and tracks investigation and survey activity to determine consistency in the application and enforcement of the Federal and state regulations across investigations.

Establishes timelines and makes assignments for investigations and surveys of assigned facility or agency types according to state and Federal laws, rules and guidelines. Ensures timely and complete investigations of all assigned facilities and agencies.

Develops and revises as necessary facility investigation and survey guidelines and procedures to ensure timely, accurate and complete investigations and surveys.

Participates in the process for developing the budget and spending plan for investigation and survey process of those facilities and agencies she is responsible for, to include allotment adjustments, allocations and spending performance.

Ensures facility investigations and surveys are completed in accordance with agency policies, procedures and expectations

Ensures assigned regulated facilities are in compliance with state and Federal laws and regulations.

Participates on Case Management Teams, assists in assigning priority levels and resources, and contributes to decisions to recommend initiating legal action.

Provides consultation and technical assistance to both internal and external customers and stakeholders relating to regulations and inspections.

Provides policy development support to assigned facility types, including program support, rules development, development of policies and procedures, and implementation activities.

Substitutes for the Executive Director and represents the Office as needed.

Supports the vision, mission and goals of the agency, HSQA, and the Office.



Accountability – Scope of Control and Influence

Provide examples of the resources and/or policies that are controlled and influenced.

This position is critical to ensuring investigations are timely, fair and effective in identifying and correcting systemic deficiencies that can pose serious risks to patient safety.

The position provides management and oversight of the federal and state investigation of federally certified ASCs and ESRDs. These include over 300 state licensed and federally certified facilities.

Management includes the development, implementation and constant assessment of the procedures and business practices that are used to perform these investigations. The purpose of the investigation program is to protect the public by insuring the facilities and agencies are complying with all the federal and state regulations pertaining to delivery of care. These regulations change and processes must be updated accordingly.

This position reviews and provides input to proposed legislation to regulate assigned health care facility types.

The scope of this position also includes the interpretation and application of existing policy, but more importantly, assisting in the formulation, application and implementation of new policy as warranted. The position: assesses workload and policy impacts of legislative and regulatory changes; reviews existing agency rules and disciplinary practices for possible modification or repeal; serves as a resource for policy formulation, dissemination, explanation, and enforcement of agency policies in dealing with staff and clientele; promotes, fosters, trains and maintains organizational culture and ethics in staff members, to preserve agency role in Medicare and state investigation functions, objectivity in decision-making, and preservation of the public safety and health.

This position applies and implements existing department policy through the participation in case management teams determining whether or not to pursue corrective action in matters involving the facilities regulated by the Department and those regulated by Medicare.

As the manager of the investigation and survey unit, this position is responsible for unit management and decision-making within OHSO guidelines, including personnel, resources, procedural and fiscal issues and unit performance measures. The position reports to the Executive Director of Clinical Care Facilities Survey and Investigation and is responsible for staff assigned in two DOH offices, Kent and Tumwater. The position helps develop department policy by working with the health profession and facility programs in determining actions to take by supporting the program managers through analysis of the regulatory environment, and development of case theories and providing educational outreach through the ASF Roundtable quarterly meetings.

This position is also responsible for case management activities related to procedural decisions made while determining the course of department inspection, survey and investigation of regulated facilities that are highly complex, visible, or have potential for substantial impact on departmental policy.

Directs and manages the work of six direct reports. These staff are Institutional Nursing Consultants.

Describe the scope of accountability.

The position must ensure effective regulatory oversight for core state and federal standards for ensuring safe delivery of clinical care in over 300 regulated health care facilities and agencies. Specifically, the position is responsible for:

- Performance of and compliance with the state and Federal laws and regulations regarding ASF/ASC and ESRD.
- Monitoring and tracking trends in investigation and survey activities/performance, identify issues before problems develop, update/communication with office leadership of any issues and implement change.



- Advise the Executive Director of unit staffing and budget enhancements for inclusion in agency budget/decision packages; Monitoring spending for activities related to assigned facilities and agencies.
- Identifying and referring politically sensitive issues and issues of state-wide impact to Executive Director for guidance;
- Preparing bill analyses and unit/program fiscal information as requested;
- Participating in the process for developing the office budget and spending plans to include allotment adjustments, allocations and performance.
- Managing the work activities within a \$2,096,000 biennial budget consisting of Federal, general fund state and fee revenue for maximum return on investment including staffing, expenditures, acquisition and use of resources conforming to DOH and HSQA mission. Ensuring unit activities are within budgeted funds.

The position impacts and develops Departmental policy through work with the regulated facilities in determining actions to take, including determination of appropriate thresholds for disciplinary action, development of investigative strategies, and through case management

- Supervises a team of nurse consultants and professional staff responsible for the complaint investigation and review of clinical care provided in Medicare-certified and state licensed facilities and agencies as well as responding to program and public concerns regarding investigation activities.
- Provides decision-making regarding personnel issues as they arise.
- Supervises investigation activities to promote best practices;
- Assesses needs, identifies objectives, and collects and records relevant information for scheduling and assignment of investigation activities. Prioritizes actions that must occur, and establish communication with affected parties.
- Sets focus of investigations (implement CMS, Department and Board directives) and suggests new direction as warranted;
- Through indepth knowledge, serves as a resource for policy formulation, dissemination, explanation, and enforcement of agency policies in dealing with staff and clientele, report trends, findings, and practice changes to department and associated boards and commissions;
- Manages and directs the personnel, data, and physical resources of the community care investigators;
- Acts as effective communications link and reliable source of information for others. Keeps interested parties informed of changes or new developments and ensures that they receive clear communications.
- Promotes, fosters, trains, and maintains organizational culture and ethics in staff members, to preserve agency role in regulatory functions, objectivity in decision-making, and the preservation of public safety and health
- Identifies training needs and activities for investigations staff, based on changes in the health care system.
- Serves as part of the leadership team for OHSO management team.
- Participates in the strategic planning and performance management process through:
 - Reporting unit effectiveness to Executive Director.
 - Directing the assigned unit's accomplishments of agency, division, and office goals and objectives, and reporting results.
 - Participating in process improvements activities related to the office and HSQA.

Actions to be taken to the Executive Director of Clinical Care Facilities Survey and Investigation, Director and other senior managers for decisions including policy issues that involve multiple facilities, professions, agencies, political bodies or those that generate a high media profile.

- Participates in emergency operations as needed in the event of an emergency.

Describe the potential impact of error or consequence of error (impacts unit, division, agency, state).



- Failure to effectively manage the inspection and investigation of assigned facilities to ensure they are safe would have a direct negative impact on the quality of life of the thousands of Washington citizens who partake of their services on a regular basis. Specific potential impacts include:
 - Office: Inefficiency/ poor use of resources/morale issues, failure to conduct investigations of complaints or inspections of facilities within the statutory timelines.
 - Office, HSQA Division, Agency, and WA State: Errors may result in charges of constitutional rights violations, and inappropriately restricting access to health care. The decisions influenced or directed by this position may generate expensive litigation.
 - DOH Agency: Legal liability for failure to follow due process in disciplinary cases, licensing evaluation or administrative procedures. Audit violations if internal processes don't match accepted standards.
 - WA State: Public health and patient safety may be jeopardized by unsafe health delivery services, mismanagement of financial trust, and loss of trust with public and regulated oversight.
 - Loss in agency Federal dollars if there is failure to meet Title XVIII requirements.
 - Endanger and compromise state residents' public health and safety by not ensuring compliance with state and Federal laws and regulations.
 - Failure to meet agency and Federal performance measures and legal mandates by not inspecting and investigating regulated facilities.

Financial Dimensions

Describe the type and annual amount of all monies that the position directly controls. Identify other revenue sources managed by the position and what type of influence/impact it has over those sources.

Operating budget controlled.

- Responsible for managing implementation of spending plans for Federal Title 18 funds for recertification of ASCs and initial expansion and recertification survey workload of ESRDs within allotted budget.
- Responsible for managing implementation of spending plans for funds allocated from licensure fees and state general fund for state licensed ASFs.

Other financial influences/impacts.

- If work is not carried out according to plan, risk of losing federal grant funds.

Supervisory Responsibilities

Supervisory Position: Yes No

If **yes**, list total full time equivalents (FTE's) managed and highest position title.

6 Nurse Consultant Institutional

Decision Making and Policy Impact

Explain the position's policy impact (applying, developing or determining how the agency will implement).

Responsible for developing a plan to meet federal and state requirements for the survey of at minimum 300 federal and state facilities. Specifically, establishes and administers the procedures and protocols for performing the inspections of assigned types of clinical care facilities. Also contributes to any rulemaking process whereby licensing and disciplinary standard for clinical care facilities are established.



Is the position responsible for making significant recommendations due to expertise or knowledge? If yes, provide examples of the types of recommendations made and to whom.

Position determines whether facilities are complying with federal and state laws. This position will review and determine if a facility is out of compliance and whether or not it should be allowed to submit a plan of correction that would bring it into compliance. This position also consults with the Executive Director to determine immediate corrective action due to the seriousness of a violation will be required.

It is through the position's expertise and experience that these decisions are made. An example would be being able to distinguish whether a practice in a facility was the standard healthcare delivery practice applied by many facilities even though it might not be a technical violation of the law.

Position makes recommendations based on clinical knowledge related to client and patient care, health care systems, and advanced training as a Registered Nurse.

Explain the major decision-making responsibilities this position has full authority to make.

Authority to design and implement work plans for assigned staff.

Day to day staffing and administrative matters.

Reviews unit performance and accomplishments compared to agency performance goals and standards. Designs and implements change when unit performance fails to meet agency goals or standards.

Authority to decide the content and form of inspection reports and documentation for assigned agency types.

Approach and methods for communicating with and building relationships with assigned regulated facilities and the public.

Describe whether decisions are of a tactical or strategic nature and how decisions are made. For example, is there known precedent, is it somewhat unfamiliar, or unknown and unexplored?

Proposes, recommends and implements tactical and strategic decisions pertaining to inspections of assigned facility types based upon knowledge, experience, risk of harm and regulatory familiarity.

Evaluates/analyzes existing and potential legal/regulatory changes to determine fiscal and staffing resource needs, prepares long range needs assessment and recommends alternative solutions for assigned facility types.

Employs agency policy and directives to tactically implement staff assignments and budgetary oversight of assigned resources for assigned facility types.

Identifies current trends in the delivery of healthcare, new technologies and demand by the public to develop new practice procedures regarding the inspections within the assigned regulated facility types. This strategic planning also considers the need for future staffing to accomplish the mission.

What are the risks or consequences of the recommendations or decisions?

- The decisions and recommendations made by this position affect the outcomes in individual cases where access to an unsafe facility could result in patient harm.
- The decisions and recommendations also affect the licensing and discipline of future health care facilities by establishing policies and procedures that will govern ongoing licensing and disciplinary standards.
- Failure to make informed, evidence based decisions could result in immediate harm to patients due to unsafe facilities, reduced access to care due to untimely licensing activities and an overall decline in the quality of health care provided to the public.



- Errors in facility credentialing or disciplinary decisions may result in charges of constitutional rights violations, and inappropriately restricting access to health care. The decisions influenced or directed by this position may generate expensive litigation.

Qualifications – Knowledge, Skills, and Abilities

List the education, experience, licenses, certifications, and competencies.

Required Education, Experience, and Competencies.

Licensed as a Registered Nurse in the state of Washington or eligible to obtain licensure within 6 months of hire; and a Bachelor's of Science Degree in Nursing.

Minimum of 5 years experience supervising teams, preferably in a health care setting;

Minimum of 8 years of professional clinical experience in the health care industry, to include but not limited to facilities regulated by the Department.

Preferred qualifications in addition to above:

Master's Degree in Nursing, Public Health or Public/Business Administration;

Applied survey experience in Centers for Medicare and Medicaid Services (CMS) federal survey regulations for hospitals, critical access hospitals, transplant programs, rural health clinics, ESRD, home health or hospice.

Ability to coordinate with others: Able to effectively collaborate with others to assess needs, identify objectives, and prioritize actions to achieve unit goals; shares pertinent information and keeps others informed of changes; accepts and quickly implements changes to workload according to needs of others.

Achievement Orientation - Makes efficient use of available time and resources. Meets productivity standards, deadlines and work schedules. Provides products and services that consistently meet the needs and expectations of customers. Consistently produces accurate and timely work. Accepts personal responsibility for the quality and timeliness of work. Acknowledges and corrects mistakes. Communicates and measures results accurately.

Analysis and Problem solving skills: Able to facilitate the problem-solving process by identifying and communicating key issues, encouraging others to offer solutions, acknowledging and building on good ideas, and directing the group through productive discussions; logically integrates various ideas, intentions, and information to form effective goals, objectives, timelines, action plans and solutions

Attention to Detail: Produces thorough, accurate documents; identifies and corrects errors; consistently reviews work to ensure quality.

Communication: Communicates clearly and concisely avoiding bureaucratic language and jargon whenever possible. Demonstrates understanding and empathy with the listener or reader. Responds timely to emails, phone messages, and mail. Participates in meetings in an active, cooperative and courteous manner by following ground rules. Effectively uses the media, advanced technologies and community networks to communicate information. Shares appropriate information internally and externally. Anticipates and resolves disagreements and conflicts constructively. Communicates with tact and discretion. Listens well and accurately conveys others' ideas. Composes clear, direct and succinct written messages that effectively convey ideas or information to the intended reader. Recognizes when language requires adjustment to achieve understanding by differing readers, and rewords messages accordingly. Accurately emphasizes the most important and pertinent points in a body of information that results in quick understanding of the material's essence. Organizes the flow of information in a document/report so that facts or ideas build upon one another logically to lead the reader to a specific conclusion.

Computer skills: Able to accurately enter data into a computer; able to navigate and utilize word processing, database, and internet programs (to include Microsoft Word, Microsoft Excel, and Microsoft Outlook).

Cultural Competency: Actively seeks out different points of view and leverages the benefits of different perspectives. Develops solutions that take into account cultural differences. Facilitates and encourages the development of a diverse workforce. Educates self about the impacts and benefits of diversity through study and analysis. Integrates cultural, social, and behavioral factors in the delivery of services. Uses appropriate methods to interact professionally,



sensitively and effectively with persons from diverse cultural, racial, social, economic, educational, ethnic and professional backgrounds, of all ages and lifestyle preferences.

Customer Service skills: Able to identify customer needs and focus efforts to meet those needs; responds to customer inquiries with set timelines; verifies with customers that needs have been met.

Development and Continual Learning: Actively works to continuously improve job effectiveness and efficiency. Knows own strengths and applies them effectively; knows personal strengths and weaknesses. Uses failure as an opportunity to learn from past results and continues to learn and grow. Accepts personal responsibility for developing talents and knowledge. Actively acquires new skills and abilities. Seeks information and ideas from many places.

Learns from others. Accepts and uses feedback from others.

Ethical Conduct: Respects and maintains confidentiality. Avoids inappropriate situations and actions which present the appearance of a conflict of interest. Avoids misrepresentation. Does not misrepresent self or use position for personal gain. Uses the public's funds and resources appropriately.

Knowledge of Laws, Rules and Regulations: Thoroughly understands and clearly explains jurisdictional laws, rules, and regulations, as well as what constitutes a violation. Carefully documents circumstances surrounding enforcement actions to better defend actions in case of an appeal, hearing, trial, etc.

Leadership: Approaches problem-solving holistically and systematically. Empowers others to take action by delegating responsibility with associated authority. Promotes a safe, healthy, productive and cooperative work environment. Sets clear, reasonable expectations and follows through. Determines and effectively models when and how to include risk taking in strategic actions. Vigorously pursues a compelling and shared mission, vision and key values. Organizes people and resources toward the effective and efficient pursuit of predetermined objectives. Creates a culture of ethical standards by demonstrating ethical behavior and impressing its importance upon others. Earns the trust of others by consistently being an exemplary role model.

Stress Tolerance: Able to cope with potentially stressful situations.

Workload Management: Able to plan and manage time effectively, and identify and handle competing priorities; remain acutely aware of timeframes and successfully meet deadlines; able to transition easily between issues, recalling and/or referencing applicable rules and statutes and options available; able to effectively organize information and implement procedures to make efficient use of time.

Preferred/Desired Education, Experience and Competencies.

Demonstrated experience and competency managing resources and improving performance outcomes in a regulatory, public health, or clinical environment (hospital, nursing, or related profession or facility).

- Ability to assess and evaluate health risks and patient safety/harm and develop management plans
- Familiarity with state laws, or federal regulations related to HSQA.
- Ability to use computer word-processing, input data into databases related to work activities, and communicate verbally and in writing with others.
- Experience working with highly sensitive, confidential and high security materials in a secure environment.
- Technical expertise in area of health professions discipline including familiarity with state laws, including the Uniform Disciplinary Act as well as Federal and state statutes, rules and judicial decision applicable to areas regulated by the Division
- Two or more years of experience as a lead or supervisory or manager in the health care industry
- Previous experience in the regulatory, survey/investigation or accreditation environment.



Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above.

Due to sensitive nature of work involving coordinated efforts with law enforcement and oversight of investigations, this position is subject to passing a criminal history background check.

Working Conditions	
Work Setting, including hazards:	Office, onsite at health care facilities and agencies in WA. Works in a tobacco free campus.
Schedule (i.e., hours and days):	M-F 8-5 May be required to work in excess of scheduled hours as workload demands.
Travel Requirements:	Willingness to travel and stay overnight as needed to provide managerial oversight and support to staff, conduct inspections and attend or conduct meetings.
Tools and Equipment:	Familiarity with or experience in database, spreadsheet and data analysis software. Use of computer word-processing, printer, copier, iPhone and other communication devices. Input data into database related work activities, communicates verbally and in writing with others.
Customer Relations:	Presentations to industry associations, onsite with facilities and phone interface with both facility staff, patients, patients family members, attorneys.
Other:	When driving on state business this position must have a valid driver's license. This position may be expected to use a personal vehicle if a state vehicle is not available. While driving a privately owned vehicle on state business, employee must have liability insurance on a privately owned vehicle. During a public health emergency and/or to support business continuity will assist with emergency response activities as assigned.



Acknowledgement of Position Description

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date: 10/29/2021	Supervisor's Signature (required): /s/ Robin Bucknell
Date: 10/29/2021	Appointing Authority's Name and Title: Niki Pavlicek, Deputy Assistant Secretary Signature (required): /s/ Niki Pavlicek
As the incumbent in this position, I have received a copy of this position description.	
Date:	Employee's Signature:

Position details and related actions taken by Human Resources will be reflected on the Position Evaluation Summary form.

