

Inspections Manager
Health Care Compliance Manager, 49173
Enforcement Division
Dept. of Health Professions
Position: #00051 Pay Band: 6
Hiring Range: \$75,000 - \$105,000

DUTIES:

This sworn position within the Enforcement Division independently manages the state-wide inspection of facilities regulated by the Department of Health Professions, in order to safeguard the lives, health, and safety of the citizens of the Commonwealth. This position is responsible for inspector performance, development, and training; completion of timely inspections; submission of accurate inspection reports; and quality control of the inspections program through continuous program evaluation. This position is also responsible for coordinating with the Boards of Dentistry, Funeral Directors, Medicine, Pharmacy, and Veterinary Medicine regarding risk assessment, prioritization of required inspections, and development of inspections work plans.

QUALIFICATIONS:

- Comprehensive knowledge of inspection methods and techniques;
- Knowledge of healthcare licensing, regulation, and delivery;
- Demonstrated ability to supervise and coordinate the work of a team of professionals;
- Demonstrated ability to establish and maintain quality control processes, in order to ensure quality, quantity, and timeliness.
- Ability to set priorities; establish annual, semi-annual, or quarterly work plans; prepare workload projections; and determine resource requirements.
- Effective interpersonal, oral, and written communication skills.
- Ability to evaluate programs, and to make recommendations regarding needed changes.
- Ability to analyze complex medical, pharmaceutical, and work productivity data.
- Proficiency with computer and data management programs.
- Knowledge of and the ability to comply with the Administrative Process Act (APA), legal subpoena processes, and the Freedom of Information Act (FOIA).
- Graduation from an accredited college, university, or health care program; with coursework in health care, law, criminal justice, or public administration strongly preferred; or an equivalent combination of training and experience.
- Extensive experience planning, coordinating, and conducting inspections.
- Significant experience managing a program and/or supervising personnel.

Preferred Qualifications:

- Strong preference for progressively responsible experience supervising or managing an inspections program.
- Preference for a) eligibility for licensure as a practitioner by the Department of Health Professions, particularly eligibility for licensure by the Boards of Pharmacy, Dentistry, Medicine, Veterinary Medicine, or Funeral Directors and Embalmers, and/or b) previous management experience in a regulatory, public administration, or law enforcement organization.
- Preference for a graduate degree in a related field.

Special Requirements and Instructions:

Conditions of employment for the candidate of choice include: participation in the Commonwealth's direct deposit program, a fingerprint based criminal history check, and completion of computer security training. As a condition of employment, the successful candidate must possess the following abilities: a) to lift 30 – 35 pounds; b) to travel, including some overnight travel; and, c) to use privately-owned vehicle for work travel, when necessary. The successful

applicant will be required to complete and file the Statement of Economic Interests form annually, or as requested, as a condition of continuing employment in this position. To be eligible to operate a State-owned vehicle, candidate/employee must provide evidence of a current, valid driver's license in his/her name, clear of driving restrictions from infraction penalties.

The Department of Health Professions does not accept "See Resume" as a response to any question. Resumes and cover letters may be attached to the online application, but are not accepted in lieu of a completed application, nor should they be referenced in the body of the application in place of a complete answer. Information on the application is the primary source used for screening the position. Failure to complete any section of the application may disqualify the application for further consideration. Applications should include complete work history, including periods of unemployment if applicable. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

The Department of Health Professions will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

State employees who have been affected by Policy 1.3 Layoff and possess a valid Interagency Placement Screening Form (Yellow Card) or a Preferential Hiring Form (Blue Card) must submit the card BEFORE the closing date for this position. The card may be scanned and attached to the application or faxed to (804) 371-7401. Please include your name and the position number on the fax cover sheet. AMERICORPS, PEACE CORPS, AND OTHER NATIONAL SERVICE ALUMNI ARE ENCOURAGED TO APPLY.

The Department of Health Professions is pleased to be exclusively accepting employment applications using the on-line employment system managed by the Department of Human Resource Management. Please view the link below to submit your completed state application for consideration no later than, Monday, October 23, 2017. If you have any questions concerning the application process or experience difficulty accessing the website, please feel free to contact Human Resources at 367-4410.

<https://virginiajobs.peopleadmin.com/>

The Department of Health Professions has a Web presence on the Internet. Please access agency employment opportunities at: www.dhp.virginia.gov.

EOE