

HEALTH PROFESSIONAL LICENSING ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administers the overall operation of the Health Professional Licensure Section, which provides staff support to the Commission on Licensure and Boards of the Healing Arts as mandated under Title X, Chapter 12 of the Guam Code Annotated.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Administers the Health Professional Licensure Section and assures that necessary support services are provided to the Commission on Licensure and all Boards of the Healing Arts.

Administers licensing examinations in accordance with established contract, security measures and guidelines.

Reviews license applications and verifications to determine compliance with laws, rules and regulations.

Provides required licensure reports including financial statements of revenues generated.

Provides information to health professionals and employer agencies on licensure requirements, laws and regulations.

Receives complaints of alleged malpractice and works with licensing Board and designated legal counsel to investigate, review and/or hear the case.

Conducts evaluation of health professional training programs that require certification of the respective licensing Board.

Prepares the annual budget request for the Health Professional Licensure section.

Performs related work duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of business or public administration.

Knowledge of health professional licensing and examination standards.

Knowledge of medical/health training standards.

Ability to interpret and apply laws, policies, rules and regulations.

Ability to gather and analyze information, distinguish facts, and make decisions.

Ability to work effectively with a variety of health professionals and health agencies.

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Ability to supervise subordinate staff.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle may b required.

MINIMUM EXPERIENCE AND TRAINING:

- A. Four (4) years of progressively responsible experience in the certification or licensing of health professionals and graduation from a recognized college or university with a Bachelor's degree in business or public administration, public health administration, nursing, or closely related field.
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

- A. Possession of a valid driver's license may be required.

ESTABLISHED: SEPTEMBER 1988

**AMENDED: MARCH 2006
 APRIL 2007**

PAY GRADE: N

HAY EVALUATION:	KNOW-HOW:	E 1 2	230
	PROBLEM SOLVING:	E 3 (33%)	76
	ACCOUNTABILITY:	D 2 C	<u>87</u>
	TOTAL POINTS:		393

This standard revises and supercedes the standard established September 1988 and amended March 2006.



LOURDES M. PEREZ, Director
Department of Administration