



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0280

QUALITY ASSURANCE ADMINISTRATOR
DIVISION OF JUVENILE SERVICES
GRADE M

SCOPE OF WORK:

Work involves administering the assessment and quality improvement processes to ensure effectiveness of juvenile facility programs for the Youth Correctional Center (YCC) and licensed residential facilities across the state.

DUTIES PERFORMED:

- Manage and provide oversight of multiple programs related to assessment and continuous improvement for the YCC and Department of Human Services licensed residential facilities.
- Develop and provide training and technical assistance for quality improvement of programs to facility staff.
- Mentor and provide guidance to facilities to ensure program compliance including conducting facility site visits and assisting in developing facility improvement plans which impacts programming.
- Perform and oversee data collection; analyze and interpret results.
- Ensure compliance with state and federal laws, administrative rules and regulations, and policies for multiple programs.
- Serve on related administrative committees to provide guidance related to assessment and continuous improvement programs working with state agencies and residential facility stakeholders.
- Coordinate and collaborate with DOCR facilities to ensure compliance with treatment related audits.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business or public administration or behavior science related field and three years of professional-level program administration work experience.

Eff. Date: 9/14