



EARLY CHILDHOOD CARE LICENSING SPECIALIST

SCOPE OF WORK:

Work Involves duties associated with the licensure of programs and facilities utilized for providing early childhood care services.

DUTIES PERFORMED AT ALL LEVELS:

- Evaluate programs and facilities to determine compliance with existing laws and regulations.
- Initiate corrective actions in non-compliance situations; recommend legal enforcement action when necessary.
- Conduct licensing inspections and determine if standards are being met or make recommendations for meeting standards.
- Maintain the licensing records of all providers in an assigned area of responsibility.
- Conduct orientation sessions for newly licensed providers and provide ongoing training.
- Interpret and explain existing or new policies and regulations to providers and to the general public.
- Perform related administrative duties to include reporting, correspondence, and record keeping.
- Perform verbal and written communications.
- Coordinate activities with local regulatory agencies, organizations, and groups.
- Serve as a resource to the community for information on early childhood care programs and services.

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

EARLY CHILDHOOD CARE LICENSING SPECIALIST I

4227

GRADE J

LEVEL DEFINITION:

Individuals in positions classified at this level routinely perform duties associated with inspecting and licensing early childhood care providers. Positions are located in the county social service agencies.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in child development and family science, social work, counseling, or early childhood education. Or a bachelor's degree in elementary education or a closely related field with coursework in child/family development; child psychology; preschool social, emotional, or learning environment. Or licensure as a social worker and six months of work experience in a child care center or in the licensing of child care programs and facilities; or one year of experience as a social worker or counselor working with children or child welfare services.

EARLY CHILDHOOD CARE LICENSING SPECIALIST II

4228

GRADE K

LEVEL DEFINITION:

Individuals in positions at this level provide consultation, technical assistance, and coordination for early childhood services administered in one or two regions and ensure smooth and efficient delivery of those services.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Review and approve childcare licensing material for family, group, center and preschool licenses and self-certifications for early childhood services.
- Determine, prepare, and issue revocation, denial, and suspension notices to early childhood service providers in cooperation with the state administrator and the Attorney General's office.
- Promote quality assurance in early childhood service licensing by auditing licensing studies and monitoring corrective action plans.
- Provide technical assistance and consultation to county early childhood service staff and to the public.
- Evaluate and identify the training needs of licensors in assigned region(s).

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in child development and family science, social work, counseling, early childhood education; or a bachelor's degree in elementary education or a closely related field with coursework in child/family development; child psychology; preschool social, emotional or learning environment. Or licensure as a social worker and one year of work experience in a child care center or in the licensing of child care programs and facilities; or two years of experience as a social worker or counselor working with children or child welfare services.

Eff. Date: 7/90

Rev: 3/98 – Change cc 4209 to 4227, add second level, change minimum qualifications
Rev: 11/99 – Corrected factor evaluation and corresponding spec statements
Rev: 7/12 – Conversion to Hay System