

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: General Sanitarian 3		Class Code: 001NF3
	FLSA Status: Non-Exempt	Salary Schedule: PAT 3	Effective Date: 8-30-13
	Summary: Incumbent functions at the journey level conducting inspections of health care facilities (nursing homes, mental retardation/ developmentally disabled (MR/DD) group homes and state hospitals) and/or day care facilities to ensure compliance with federal, state and local laws and regulations of health, safety and sanitation standards. Incumbent makes recommendations for corrective action.		

Duties:

- Conducts inspections, surveys and investigations in long-term care, geriatric centers, nursing homes, MR/DD facilities, state hospitals and/or day care facilities;
- Prepares reports of inspections, surveys and investigations, documents findings and makes recommendations for licensure and certifications;
- Investigates complaints concerning sanitation and safety of health care facilities;
- Conducts final inspections of new or renovated facilities;
- Provides testimony for administrative hearings if needed;
- Performs related duties as required.

Job Requirements:

- Thorough knowledge of federal, state and local laws and regulations relating to health care and/or day care facilities;
- Advanced knowledge of health sciences and public and environmental health;
- Working knowledge of scientific principles relating to residential water and sewage treatment;
- Working knowledge of agency organization, function, policies and procedures as they relate to pertinent program areas;
- Ability to conduct surveys, inspections and investigations of facilities, including conducting appropriate tests and analyzing findings;
- Ability to collect and analyze data and prepare reports and technical documents for administrative and regulatory action;
- Ability to communicate, verbally and in writing, with individuals and in group situations;
- Ability to conduct inspections of especially hazardous situations and recommend appropriate action.

Difficulty of Work:

The work is broad in scope and must address different public health considerations simultaneously. These may occur under circumstances where existing rules, policies or precedents are difficult to apply or might be subject to extensive adaptation. Response to these situations must be in a correct and legally defensible manner which may require legal consultation. Incumbent must exercise extensive judgment, particularly in those unusual cases where unsafe conditions warrant closure of all or part of a facility.

Responsibility:

The Incumbent normally works independently. Decisions are based on program policies and guidelines. The supervisor provides specific objectives and problems that arise in connection with these objectives are discussed with the supervisor. Technical guidance is provided at the request of the incumbent regarding interpretation of codes or in the most unusual or complex situations. Errors in judgment might go undetected and could result in discomfort to residents in facilities or pose a threat to their health and safety.

Personal Work Relationships:

There are frequent contacts with agency staff, employees and residents of health care facilities and administrators of both private and community-based health care facilities. Interaction with these administrators may have a significant impact on agency programs or policies. Incumbent may use persuasion to convince health care providers of the need to improve operating or maintenance procedures, sometimes in the face of opposition or in hostile social environments.