

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Child Care Licensing Specialist**

**Class Code: 51532**

**Pay Grade: GH**

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### **A. Purpose:**

Monitors registered and licensed child care facilities to ensure compliance with state laws, administrative regulations, and applicable local ordinances; and works with individuals, organizations, and community leaders to assess, identify, plan for, and establish services to meet community child care needs.

### **B. Distinguishing Feature:**

The Child Care Licensing Specialist is responsible for an assigned case load in Child Care Services.

The Social Services Supervisor supervises Child Care Licensing Specialists and is responsible for the delivery of services within a service area.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Licenses and registers family day care homes, group family day care homes, day care centers, and before and after school age programs to ensure safety of facilities.
  - a. Responds to initial inquiries including providing consultation and technical assistance, completing correspondence and collateral phone calls, and identifying resource information.
  - b. Assesses, processes, and clarifies submitted documentation which includes central registry screening for reports of child abuse/neglect, references, qualifications, health, criminal record searches, and other collateral information.
  - c. Reviews, clarifies, and consults on proposed program plans, personnel and program policies, and facility building plans.
  - d. Completes assessment and processing for final approval and issuance of registrations and licenses which includes submission of reports and licenses to state office for issuance.
  - e. Prepares for and participates in administrative hearing proceedings as they relate to licensing and registration actions.
  - f. Manages and retains all case documentation which includes objective and factual documentation regarding current compliance of homes or facilities and makes final inspection reports available to the public.
  - g. Coordinates services and inspections with related state and local agencies.
2. Consults and reassesses program delivery standards to ensure minimal health and safety compliance is met and maintained.
  - a. Provides technical assistance to child care providers in various areas such as rule interpretation, early childhood growth and development, identifying and reporting child abuse/neglect, business practices, working with parents, and training requirements.
  - b. Investigates complaints of non-compliance with administrative regulations and/or statute violations that may include interviewing of facility staff and surveying parents.
  - c. Assists other departmental personnel and law enforcement with completion of out-of-home investigations.

- d. Develops and monitors corrective action plans surrounding findings of non-compliance.
3. Assists communities in recruiting and retaining child day care to ensure adequate numbers of providers and facilities are available.
  - a. Works with local resource and referral sites, local media, community organizations, child and adult care food program sponsors, and employers to promote quality child care in locations where a need has been identified.
  - b. Attends community meetings and presents information on the need for additional child care providers and the registration and licensure process.
  - c. Coordinates recruitment and retention activities with local resource and referral sites and child and adult care food program sponsors.
  - d. Distributes printed materials throughout communities where a need is identified.
  - e. Facilitates support for local providers to encourage retention.
  - f. Informs providers of educational and networking opportunities that will enhance their ability to provide child care.
4. Performs other work as assigned.

**D. Reporting Relationships:**

Reports to a Social Services Supervisor. Does not supervise.

**E. Challenges and Problems:**

Challenged to enforce regulations and laws governing child care programs; manage parent and provider disputes; and respond to license and registration complaints within a limited timeframe.

**F. Decision-making Authority:**

Decisions include identifying types of community resources, contracted services, and information support systems; determining eligibility for Child Care program services; approving or disapproving applications; interpreting laws, rules, and written procedures governing program areas; findings of non-compliance; tasks and time frames needed for corrective measures; and training needs of providers.

Decisions referred include statute or regulation interpretations; requests for regulation exemptions and dual licensed/registered status; negative licensing and registering actions of provisional status, suspension, revocation, denial, and non-renewal; local media contacts; and approval of resources that would have a budgetary impact.

**G. Contact with Others:**

Daily contact with potential and existing child day care providers, and licensing agents; regular contact with resource and referral agencies, early childhood professionals and organizations.

**H. Working Conditions:**

Works in a typical office environment.

**I. Knowledge, Skills, and Abilities:**

Knowledge of:

- social work principles and practices;
- human development and early childhood development (preferred but not required)

Ability to:

- communicate clear and concise information;
- prepare clear and concise documentation, reports and correspondence that reflect relevant facts;
- research and analyze data, reason logically and accurately, draw valid conclusions based on facts or evidence, identify problem areas, develop and implement resolutions;
- comprehend, interpret, and apply pertinent laws, regulations, and procedures;
- establish and maintain effective working relationships;
- utilize computerized data systems;
- provide technical assistance and training to others;
- make accurate and timely decisions and assume accountability for actions and results.