

**CLASS TITLE:**

**CHIEF OF LICENSING  
AND REGULATION  
(DCYF)**

**Class Code: 02823700**

**Pay Grade: 39A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for planning, developing, administering, directing and coordinating a statewide program of licensing and certification of home and community-based living alternatives for children, as well as any other facility or program subject to licensure and certification by the Department; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the to administrative direction of the Executive Director, DCYF, with considerable latitude for the exercise of independent initiative and judgement; work is reviewed through conference and submittal of reports for compliance with policy, provisions of law, rules and regulations.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates and directs and reviews the work of professional, technical and clerical workers.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for planning, developing, administering directing and coordinating of a statewide program of licensing and certification of home and community-based living alternatives for children, as well as any other facility or program subject to licensure and certification by the Department.

To assist in the planning, dissemination, and implementation of various Departmental policies and procedures pertaining to licensing, re-licensing; and certification of alternate-living placements.

To be responsible for the administering of the Group Preparation and Selection Program in an effort to develop a wide selection of properly selected and trained foster parents and adoptive parents.

To be responsible for a statewide licensing program which will issue initial licenses, re-licensing certifications in accordance with R.I. General Laws and Departmental regulations.

To be responsible for coordinating the agency's social services programs with other social welfare services, public and private, in the state.

To be responsible for cooperating with other states in matters of interstate placements and transfers of dependent and neglected children.

To be responsible for promoting and developing the establishment and maintenance of professional case work standards.

When requested, to participate in collective bargaining and contract negotiations leading to the adoption of contractual agreements as well as the enforcement of the several provisions of such contracts dealing with grievance, training, discipline, etc in accordance with the personnel rules.

To assist the Executive Director in the preparation of the budget.

To prepare the annual report and special reports, as required.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of social case work principles, practices and techniques and the ability to apply such knowledge in planning, developing, directing and coordinating a statewide program of licensing and certification of home and community-based living alternatives for children, establishment and maintenance of professional case work standards; a thorough

knowledge of the basic principles and practices of social administration and the ability to apply such knowledge in the administration of a statewide program; a thorough knowledge of federal and state laws as they related to licensing of alternate living arrangements for children; a thorough knowledge of community resources and the ability to apply such knowledge in providing effective and complete alternate living situations for children; the ability to assist superiors in the planning, development and implementation of policies and procedures pertaining to licensing programming; the ability to establish and maintain an effective public relations and public information program within the community; the ability to plan, direct, coordinate, supervise and evaluate the work of a professional staff engaged in providing social services to families, children and adults; the ability to prepare written reports and oral presentations; the ability to establish and maintain effective working relationships with superiors and associates, the community and public, and private agencies within and outside the State; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Master's Degree in Social Work or a closely related human service field from an accredited institution of higher education; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative and/or supervisory position in a private or public social agency engaged in providing social services for families, children, and/or adults

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: March 20, 1994

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