

## **81064 Administrator - Qualifications and Duties**

### **(a)**

All social rehabilitation facilities shall have an administrator.

### **(b)**

The administrator shall have the following qualifications prior to employment: (1)

One year of full-time work experience in a management or administrative position;

and (2) Completion, with a passing grade, of 15 college or continuing education semester or equivalent quarter units, of which 9 units shall be in administration

and/or management. (A) Three years of full-time work experience in a management or administrative position may be substituted to meet the requirement of Section 81064(b)(2) above.

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#### **(2)**

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management. (A) Three years of full-time work experience in a management or administrative position may be substituted to meet the requirement of Section 81064(b)(2) above.

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Three years of full-time work experience in a management or administrative position may be

substituted to meet the requirement of Section 81064(b)(2) above.

**(c)**

The administrator shall have the following qualifications: (1) Attainment of at least 18 years of age. (2) Knowledge of the requirements for providing the type of care and supervision needed by clients, including the ability to communicate with such clients. (3) Knowledge of and ability to comply with applicable law and regulation. (4) Ability to maintain, or supervise the maintenance of, financial and other records. (5) Ability to direct the work of others, when applicable. (6) Ability to establish the facility's policy, program and budget. (7) Ability to recruit, employ, train, and evaluate qualified staff, and to terminate employment of staff, if applicable to the facility.

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**(4)**

Ability to maintain, or supervise the maintenance of, financial and other records.

**(5)**

Ability to direct the work of others, when applicable.

**(6)**

Ability to establish the facility's policy, program and budget.

**(7)**

Ability to recruit, employ, train, and evaluate qualified staff, and to terminate

employment of staff, if applicable to the facility.

**(d)**

Each licensee shall make provision for continuing operation and carrying out of the administrator's responsibilities during any absence of the administrator.

**(e)**

The administrator of the facility shall be responsible for the following: (1)

Communication with the licensee concerning the administrative operations of the facility. (2) Development of an administrative plan and procedures to define lines of responsibility, workloads, and staff supervision. (3) Recruitment, employment, and training of qualified staff, and termination of staff.

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**(2)**

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**(3)**

Recruitment, employment, and training of qualified staff, and termination of staff.

**(f)**

Any person designated as an administrator shall be required to complete at least 20-clock-hours of continuing education per year in areas relating to mental health and the care of the mentally ill, and/or administration.

**(g)**

Persons employed as the administrator in an Adult Residential Facility serving clients who meet the definition of "mental illness" as contained in Section 81001(m)(3) as of the effective date of this section, shall not be required to meet

the education/experience requirements specified in Section 81064(b) above.

**(h)**

If the administrator is also the program director, he/she shall also meet the requirements of the program director set forth in California Code of Regulations, Title 9, Division 1, Chapter 3, Article 3.5, Sections 532.6(f), (g), and (i).

**(i)**

The licensee, if an individual, or any member of the governing board of the licensed corporation or association, shall be permitted to be the administrator provided that he/she meets the qualifications specified in this Chapter.