

## **84164 Administrator Qualifications and Duties**

### **(a)**

In addition to Sections 84064(a) and (f), with the exception of Sections 84064(b) through (e), the following shall apply.

### **(b)**

All community treatment facilities shall have an administrator.

### **(c)**

The administrator shall be on the premises for the number of hours necessary to manage and administer the facility in compliance with applicable law and regulation.

### **(d)**

The administrator shall meet one of the following requirements: (1) Have a master's degree in a behavioral science from an accredited college or university, and one year of full-time administrative or supervisory experience over social work, child care, and/or support staff providing direct services to children in an agency or in a community care facility with a licensed capacity of seven or more. (2) Have a master's degree in a behavioral science from an accredited college or university, and two years of full-time employment as a mental health professional or social worker, as defined in Section 80001 s.(4), in an agency serving children or in a group residential program serving children. (3) Have a bachelor's degree from an accredited college or university, and three years of full-time administrative

or supervisory experience over social work, child care, and/or support staff providing direct care services to children in an agency or in a community care facility with a licensed capacity of seven or more.

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Have a master's degree in a behavioral science from an accredited college or university, and one year of full-time administrative or supervisory experience over social work, child care, and/or support staff providing direct services to children in an agency or in a community care facility with a licensed capacity of seven or more.

**(2)**

Have a master's degree in a behavioral science from an accredited college or university, and two years of full-time employment as a mental health professional or social worker, as defined in Section 80001 s.(4), in an agency serving children or in a group residential program serving children.

**(3)**

Have a bachelor's degree from an accredited college or university, and three years of full-time administrative or supervisory experience over social work, child care, and/or support staff providing direct care services to children in an agency or in a community care facility with a licensed capacity of seven or more.

**(e)**

When the administrator is absent, there shall be coverage by a designated substitute whose qualifications are at minimum, a bachelor's degree from an accredited college or university, plus at least two years of full-time administrative experience or supervisory experience over social work, child care, and/or support staff providing direct services to children in an agency or in a community care facility with a licensed capacity of seven or more.

**(f)**

The administrator shall perform the duties as specified in Section 84064(f) and the following: (1) Development of a plan for the orientation, development, and training of child care staff, as specified in Section 84165(f). (2) Review of complaints made by children or on behalf of children, as specified in Section 84172.2(b), and the determination of the action to be taken to handle the complaint.

**(1)**

Development of a plan for the orientation, development, and training of child care staff, as specified in Section 84165(f).

**(2)**

Review of complaints made by children or on behalf of children, as specified in Section 84172.2(b), and the determination of the action to be taken to handle the complaint.