

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Public Health Nursing Manager
ALLOCATION: Health & Human Services Department
FLSA STATUS: Exempt
UNION AFFILIATION: Management

ESTABLISHED: February 2022
REVISED:

JOB SUMMARY:

Under general direction, plan, organize, administer, direct, review, and evaluate the work and activities of the public health nursing and health education and services of the Public Health Division; serves in the capacity of the Director of Public Health Nursing pursuant to California Code of Regulations 17 CCR § 1253; develop goals, objectives, standards of performance and policies and procedures to meet legal, organizational and public health nursing services; and perform related duties as assigned.

CLASS CHARACTERISTICS:

As a member of the Health and Human Services Department management team, the incumbent provides not only for nursing assessment, referral, education and counseling, but also community outreach and education. As a nursing professional the incumbent promotes initiatives to improve the health and well-being of the community and prevent chronic and communicable diseases in addition to public health emergency preparedness and preparing for pandemic flu outbreaks.

This position reports directly to the Deputy Director of Health and Human Services and works closely with the Health Officer. This class is distinguished from the Deputy Director of Health and Human Services in that the latter has management oversight for multiple divisions. This is the management level in the Public Health Nursing series.

EXAMPLES OF DUTIES:

Essential:

- Develop and implement short- and long-term goals, objectives, policies, procedures and work standards for the public health nursing services function; recommend changes to increase the efficiency and effectiveness of the division; provide input into the division's budget and staffing requirements and institute and implement cost control measures.
- Develop, with coordination of community partners, a Community Health Assessment and implement a Community Health Improvement Plan to complete requirements for Public Health accreditation.
- Maintain standards of public health nursing programs, including securing medical approval of nursing practices as necessary and assuring that services are provided according to County, State, and departmental regulations and policies.
- Serve as a member of the administrative team and participate in planning, decision making and policy formulation; represent the public health nursing services function on a variety of community health committees.
- Assist the Administrative/Finance Division in compiling and analyzing data for use in the preparation of the Public Health operational, grant, and supplemental budgets; monitor monthly Public Health Division grant budgets and/or invoices, statistical, and staffing reports and recommend adjustments as required.
- Plan, organize, administer, review and evaluate the work of staff; develop the nursing schedule; evaluate staff's job performance, provide direction and coaching, through regular feedback sessions; create individual development plans with staff; discuss job performance problems to identify causes and issues, and work on resolving problems; oversee or provide for the selection, training, professional development and discipline of staff; recommend the appointment of personnel.
- Develop and direct an ongoing staff education program, including orientation, continuing education through in-service techniques or attendance at seminars, workshops and conferences; provide for the upgrading of specific skills as appropriate.
- Develop policies and procedures and ensure that staff is aware of and follows them appropriately.
- Assist in developing public health emergency response plans and develop operational procedures and protocols for County Public Health emergency management functions; respond to and assist in the coordination of emergency efforts by cities, state and federal agencies and other public jurisdictions, private entities and volunteer organizations during emergencies; assist in developing public health emergency response plans and develop operational procedures and protocols for County Public Health emergency management functions.
- Oversee all grant programs; ensure that funding agency requirements are met and that appropriate financial and client records are maintained and that reports are submitted in a timely manner.
- Maintain current knowledge of procedures and laws that effect nursing services activities; update policies, procedures and protocols; educate staff and ensure that all are following current procedures.

- Assess the quality of care rendered by public health nursing staff; ensure that ongoing quality assurance studies are performed and assist with evaluation and follow-up; investigate irregularities and complaints and take appropriate corrective action.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Promote and maintain effective working relationships and communications within the department and among other County departments and local agencies.
- Perform a variety of office support duties and use standard office equipment in support of the nursing services function.
- Maintain accurate records and prepare periodic and special reports as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of public health nursing care in a diverse, rural community and a variety of clinic and off-site settings.
- Administrative principles and practices, including strategic planning, goal setting, program development, implementation and evaluation, and the management of employees directly and through subordinate levels of supervision.
- Practices and techniques for developing and implementing an effective quality assurance program for public health nursing services.
- Information and treatment techniques related to symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Principles and practices of privacy and security of client protected health information and personally identifiable information.
- Applicable laws, codes and regulations with respect to Public Health, including California Nurse Practice Act.
- Computer applications related to the work.
- Proper techniques for documenting services provided.
- Mandatory reporting responsibilities related to suspected abuse or neglect of children, dependent adults, and the elderly.
- Demographic, bio-statistical and data collection methods used in evaluating public health rules and regulations.

Skill in:

- Developing and implementing goals, objectives, policies, procedures and work standards.
- Planning, administering and evaluating public health programs.
- Ensuring the provision of appropriate medical services, following appropriate protocols.
- Planning, organizing, supervising, reviewing and evaluating the work of staff.
- Providing for the training and professional development of staff.
- Planning, monitoring and evaluating program goals, objectives and service delivery effectiveness of public and environmental health programs.
- Identifying programmatic and operational problems, investigating and evaluating alternatives and implementing effective solutions.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Motivating, developing, and directing people as they work, identifying the best people for the job.
- Administering programs and staff through subordinate supervision.
- Serving as a technical expert in nursing services to other healthcare staff.
- Interpreting, applying and explaining laws, rules, policies, procedures and technical information.
- Analyzing and resolving varied nursing and administrative problems.
- Preparing clear and accurate procedures, policies, educational materials, reports, correspondence and other written materials.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Ability to:

- Administer public health programs and staff directly or through subordinate levels of supervision.

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Exercise initiative, ingenuity and sound judgment to solve difficult fiscal and administrative problems.
- Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Apply general rules to specific problems to produce answers that make sense.
- Work effectively within a large organization as a loyal team player and to support Yuba County's strategic priorities.
- Develop a professional prominence that promotes the importance of public health services and programs within the community.
- Communicate and work effectively with public health personnel, health professionals, representative of other agencies and the public.
- Maintain accurate records and files.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment, a standard office environment and/or clinic setting, and use equipment standard to the field; and manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write.
- Mobility to work in a typical clinic setting and use equipment standard to the field.
- Work with infected individuals and tolerate exposure to communicable diseases.
- Stamina to stand, sit and/or walk for extended periods.
- Occasional bending, stopping, squatting, climbing, reaching above or at shoulder level, kneeling, pushing/pulling, and twisting at waist.
- Lift, carry, push, and/or pull equipment and supplies weighing up to 50 pounds.
- Drive a personal motor vehicle in order to visit various work sites and/or attend meetings.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work is performed in a typical office or clinic setting and in the field at various residential locations.
- Work may require exposure to sources of potentially contagious pathogens in the course of field duties, while wearing personal protective equipment.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- Possess a valid California Class C driver's license; maintain throughout employment.
- Possess and maintain a current license as Registered Nurse in the State of California; must provide proof of re-certification within 10 calendar days prior to expiration.
- Possess a current certification as a Public Health Nurse in the State of California.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting and a credit check.
- Respond to emergency situations during weekends, holidays and other off-hour shifts.
- Attend meetings outside of normal working hours.
- Must complete periodic continuing education coursework as required to maintain active licensure.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor's degree in nursing (BSN) from an accredited school of nursing and four years of professional nursing service, which has included two years in a supervisory or administrative capacity.

PREFERRED: In addition to the minimum, a Master's degree in Nursing, Public Health or Administration, with additional years of experience as a public health nurse supervisor or manager in a public health or community health setting.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Health & Human Services Approval:
Date:

Signature: _____

Human Resources Approval:
Date:

Signature: _____

EEOC: B WC: 9410 Established: February 2022 Revised:
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