

## CLASS SPECIFICATION



**CLASS:** Supervising Public Health Nurse  
**ALLOCATION:** Health & Human Services Department  
**FLSA STATUS:** Non-Exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** June 2007  
**REVISED:** January 2022

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### **JOB SUMMARY:**

Under general supervision, plans, assigns, supervises, reviews and evaluates the work of public health nursing and related ancillary staff for the Yuba County Public Health Division; assists in the development of goals, objectives, standards of performance and policies and procedures to meet legal, organizational and public health nursing guidelines. Provides programmatic oversight and review to multiple public health nursing programs; directs and supervises the work of public health nursing staff; performs the full range of public health nursing services including teaching, health assessment, and counseling services in connection with the prevention and control of diseases and adverse health conditions; may manage a patient caseload; performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This is the supervisory level in the public health series. This position reports to the Public Health Nursing Manager. This class is distinguished from Public Health Nursing Manager in that the latter has overall responsibility for public health nursing staff and programs. This class is further distinguished from Senior Public Health Nurse in that the latter has lead and/or programmatic responsibility for complex programs.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- 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.
- Supervise and evaluate the work of assigned professional public health nursing staff; evaluate staff's job performance, provide direction and coaching, through regular feedback sessions; create individual development plans with employees, discuss job performance problems to identify causes and issues, and work on resolving problems; recommend discipline and implement discipline procedures as needed/directed; provide or coordinate staff training; offer advice and assistance as needed.
- Supervise, monitor and review assigned public health programmatic areas.
- Assist in the development and implementation of public health program goals, objectives, policies, procedures, and protocols; advise staff on the interpretation and application of departmental policies and procedures.
- Oversee assigned program budgets and grants.
- May act as the Director of Nurses on a relief or as assigned basis.
- Assess the quality of care rendered by public health nursing staff; ensure that ongoing quality assurance studies are preformed and assist with evaluation and follow-up; investigate irregularities and complaints.
- Plan and deliver in-service presentations for public health nurses.
- Investigate and resolve health problems, furnish guidance and advice regarding preventative steps and community assistance to individuals and families.
- Provide professional instruction, counseling and guidance to individuals and groups related to the prevention of disease and the promotion of health.
- Identify at-risk populations; develop strategies to meet identified needs and to provide primary prevention and health promotions services to the community.
- Evaluate the health needs of individual and special population groups; identify the symptoms of physical, mental or emotional problems and refers individuals or families to appropriate community agencies or other support services.
- May provide for prenatal and post-partum nursing care; may provide family planning information and counseling.
- May participate in the planning, operation and appraisal of a variety of public health clinics.
- Participate in epidemiological investigations in the home, school and the community.
- Interview and instruct diagnosed and contact cases of communicable disease to promote cure and prevent contagion.
- Coordinate community health nursing activities with those of other County human service departments.
- Maintain current knowledge of procedures and laws that effect nursing services activities; recommend updates to policies, procedures and protocols as required; educate staff and ensure that all are following current procedures.

**Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Maintain accurate records and prepare periodic and special reports as required.
- May participate in a variety of community screening, educational and related projects; may address community and school groups related to public health programs.
- Uses standard office equipment, including a computer, in the course of the work.

**EMPLOYMENT STANDARDS:****Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Administrative principles and practices, including 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 nursing services.
- Principles, practices and techniques of providing public health nursing services including diagnosis and treatment, control and prevention of communicable and chronic illness, nutrition and its effect upon various age groups, normal growth and development, including aging and health guidelines for all age groups.
- Information and treatment techniques related to symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Mandatory reporting responsibilities related to suspected abuse or neglect of children, dependent adults, and the elderly.
- Sociological and emotional problems involved with the long-term care of individuals.
- Applicable laws, codes and regulations, including the California Nurse Practice Act.
- Demographic, bio-statistical and data collection methods used in evaluating public health rules and regulations.
- Principles and practices of health education, counseling, interviewing, instruction and history taking.
- Computer applications related to the work.
- Community and public agency resources available to the clients served, including extended nursing care.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

**Skill in:**

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Administering and overseeing specific programs and program budgets.
- Training staff in work procedures.
- Assessing normal health and behavior and developing and implementing effective treatment plans, including managing a case.
- Interpreting, applying and explaining laws, rules, policies, procedures and technical information.
- Communicating clear and accurate information regarding clients to physicians and other health providers.
- Establishing, maintaining and researching patient files.
- Preparing clear and accurate procedures, educational materials, reports, correspondence and other written materials.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Identifying cultural differences in community health care practices.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

**Ability to:**

- Exercise initiative and sound judgment and make appropriate recommendations.
- Interpret, apply and adapt County and department policies, procedures, rules and regulations.
- 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.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Use patience, tact and courtesy.
- 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 and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- 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.
- Lift, carry, push and/or pull equipment and supplies weighing up to 50 pounds.
- Occasional bending, stooping, squatting, climbing, reaching above or at shoulder level, kneeling, pushing/pulling, and twisting at waist.
- 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.
- When in the field, work with exposure to inclement weather, temperature extremes, equipment noise, heavy traffic and exhaust fumes, or other potentially dangerous conditions.
- May be required to work extended hours, weekends, holidays, evenings or irregular work shifts.
- May be required to attend meetings outside of normal business hours.
- Will be required to be available for call back in emergency situations.

**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 valid license as a 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 prior to hire.
- DMV printout prior to hire.
- Must complete periodic continuing education coursework as required to maintain active licensure.
- 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 three years of public health nursing experience.

**PREFERRED:** In addition to the minimum, a Master's Degree in Nursing or a health related field and additional years of experience at a level equivalent to the County's class of Senior Public Health Nurse.

**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.**

Dept Approval: Department Head  
Date:

Signature: \_\_\_\_\_

HR Approval: Analyst  
Date:

Signature: \_\_\_\_\_

EEOC: B
WC: 9410
Established: June 2007
Revised: October 2016