

## CLASS SPECIFICATION



**CLASS:** Public Health Nurse III  
**ALLOCATION:** Health & Human Services  
**FLSA STATUS:** Non-exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** Prior to 1990  
**REVISED:** December 2014

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### **JOB SUMMARY:**

Provides programmatic oversight and review to multiple public health nursing programs; may direct or mentor the work of public health nursing staff on a relief or project basis; 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; manages a patient caseload; performs related work as assigned.

Public Health Nurse III is the advanced journey level classification in this professional public health nurse series.

### **CLASS CHARACTERISTICS:**

This classification oversees multiple programs for the most complex or sensitive public health nursing services, in addition to, mentoring or providing lead direction to assigned staff. These positions require a high degree of initiative to effectively manage the most complex or sensitive programs. Incumbents will develop recommendations consistent with directives, policies and regulations, and exercise professional judgment and independent decision making for assigned programs. This class is distinguished from the Supervising Public Health Nurse in that the latter is the first full supervisory class of this series.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Monitors, directs and reviews assigned programmatic areas; participates in program planning and development and provides input into program budgets and grants.
- Prepares grant applications and other funding requests and monitors fund expenditures as required.
- May plan, direct and review the work of assigned staff; may orient and mentor or train staff in work procedures.
- Plans and delivers in-service presentations for public health nurses.
- Investigates and resolves health problems, furnishes guidance and advice regarding preventative steps and community assistance to individuals and families.
- Provides professional instruction, counseling and guidance to individuals and groups related to the prevention of disease and the promotion of health.
- Identifies at-risk populations; develops strategies to meet identified needs and to provide primary prevention and health promotions services to the community.
- Performs case management activities which includes evaluating the health needs for individuals or special population groups and identifying the symptoms of physical, mental or emotional problems; provides referrals for individuals or families to medical providers, appropriate community agencies or other support services; follows up to ensure services have been obtained and meet the client's needs.
- Provides for prenatal and post-partum nursing; provides family planning information and counseling.
- Participates in the planning, operation and appraisal of a variety of public health clinics.
- Participates in epidemiological investigations in the home, school and the community.
- Interviews and instructs diagnosed and contact cases of communicable disease to promote cure and prevent contagion.
- Coordinates community health nursing activities with those of other County human service departments.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Maintains accurate records and prepares 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:**

- Basic program administration principles and practices.
- Principles and practices of technical and functional supervision and training.
- Techniques for working successfully with other employees in a lead capacity.
- 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:**

- Administering and overseeing specific programs and program budgets.
- Planning, assigning, directing and reviewing the work of staff.
- Training staff in work procedures.
- Assessing normal health and behavior and developing, 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.
- 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.
- Lift, carry, push and/or pull equipment and supplies weighing up to 25 pounds on a routine basis.
- 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 in a standard office or clinic setting.
- Work may require exposure to sources of potentially contagious pathogens in the course of field duties, while wearing personal protective equipment.
- May be required to work extended hours.
- 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:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.
- Possess license as a Registered Nurse in the State of California.
- Possess certification as a Public Health Nurse in the State of California.

**Special Requirements:**

- Successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting.

**Education and Experience:**

**MINIMUM:** Graduation from a four year college or university with major course work in nursing, possession of a license as a Registered Nurse, a Public Health Nurse certificate, and two years of public health nursing experience which includes one year at County's class of Public Health Nurse II.

**PREFERRED:** In addition to the minimum, a Master's Degree in Nursing or a health related field and additional years of public health nursing experience.

**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: \_\_\_\_\_

EEOC: B

WC: 9410

HR Approval: Cindy Clark

Date:

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