



# Supervising Public Health Nurse—I

Hiring Range: \$6,807-\$7,488/mo.

Official County Applications Available at: [www.co.yuba.ca.us](http://www.co.yuba.ca.us)

View complete Class Specifications on the Human Resources & Organizational Services homepage

Final Filing Deadline:

Open until Filled - Apply Immediately

The County of Yuba is currently recruiting for a **Supervising Public Health Nurse—I** in the Health and Human Services - Public Health Division. 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 function; develops 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. This is the supervisory level in the public health series.

**Examples of knowledge, skills and abilities required for successful performance:** 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. 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. 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. *This is a representative summary of the major duties and abilities. Please refer to the class specification for full description of knowledge, skills and abilities, as well as examples of duties and other qualifications required for this position.*

## EMPLOYMENT REQUIREMENTS

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources 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.

**Minimum:** Bachelor's degree in nursing (BSN) from an accredited school of nursing and two years of progressively responsible 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 Public Health Nurse III.

**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.

## BENEFITS AND COMPENSATION

**Please Note: Effective 1/1/2013 - Retirement Benefits have changed due to Pension Reform. Current PERS members may receive different benefits.**

<b>MERIT INCREASE:</b>	Typically 5% each year for the first 7 years	<b>HEALTH/DENTAL/VISION/LIFE:</b>	The County pays 90% of the Basic Plan premium for employee only and 70% for dependent(s) / County provides \$50,000 in life insurance coverage
<b>RETIREMENT:</b>	See Pension Reform Link on Human Resources Webpage for additional information. Yuba County does not participate in Social Security.	<b>DEFERRED COMPENSATION:</b>	Voluntary Deferred Compensation plan(s) are available
<b>VACATION:</b>	12 days for first 5 yrs with incremental increases every 5 yrs thereafter, up to 20 yrs	<b>EMPLOYEE ASSISTANCE PLAN:</b>	County paid confidential family wellness plan
<b>HOLIDAYS:</b>	An average of 13 paid holidays per year, including 2 floating holidays	<b>UNION AFFILIATION:</b>	YCEA
<b>SICK LEAVE:</b>	Accrued every payroll period, up to 12 days per yr		

Submit Completed Official County Applications to:  
Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901

## COUNTY OF YUBA

**Yuba County** is located in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol, Sacramento, and two hours away from San Francisco and Lake Tahoe. The boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of 70,000, Yuba County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas. The County's rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, boating, and skiing opportunities.

**Statement of Commitment**—We are dedicated to providing responsive, innovative and sustainable services that enhance the quality of life and uphold the public trust and interest.

### APPLICATION/SELECTION PROCEDURES

#### **TO APPLY FOR SUPERVISING PUBLIC HEALTH NURSE I:**

Submit an official Yuba County employment application, **copies of valid license(s), certificate(s) and college transcripts, diploma or grade reports** to County of Yuba – Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901. Official County applications and materials are available online at [www.co.yuba.ca.us](http://www.co.yuba.ca.us) or at the Human Resources and Organizational Services Department. **Note: All diplomas or degrees must be from an accredited college or university. To obtain information regarding accreditation, refer to the US Department of Education Office of Post Secondary Education at: <http://ope.ed.gov/accreditation/search.aspx>**

#### **APPLICATION SCREENING:**

To begin the hiring process, an applicant must submit a completed County application prior to the final filing deadline. Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. **Please be sure to use the current application (rev 08/14) located on the County website. Old applications cannot be accepted. All applicants will be given written notice regarding the status of their application and selection procedures. The County prefers to communicate via email, if provided, to expedite communication. It is also recommended that applicants review their SPAM mail daily as to not miss any important communication from the County.** Please refer to the [Employment Application Instructions](#), which accompanies the County application, for additional details. Failure to provide the required documentation may result in rejection of your application.

#### **Applicants must provide the following documents by the filing deadline:**

- **Yuba County Employment Application—complete & signed**
- **Diploma and Unofficial Transcripts**
- **Copies of Certifications**

#### **MINIMUM QUALIFICATIONS:**

All applicants must clearly demonstrate he/she meets the minimum qualifications by the final filing deadline to be considered in the selection and testing phases of the process.

#### **EDUCATION AND EXPERIENCE:**

Education and experience as detailed on the employment application will be thoroughly reviewed. Please include all experience, education, and training pertinent to the knowledge, skills and abilities required for the position. This is an essential part of the process and will be used to determine further eligibility to participate in the next phase of the selection procedures.

#### **TESTING ACCOMMODATION:**

If special accommodations are required at any stage of the selection process, complete the Request for Reasonable Accommodation in the Examination Process Form and provide the required documentation by the final filing deadline. The form can be obtained by accessing the link on the Human Resources and Organizational Services homepage or by contacting Human Resources.

#### **VETERAN'S CREDIT:**

All applicants who have successfully completed the application/selection procedures and examination process may be eligible for veteran's credit. Applicants must have served on active duty for a period of not less than 90 days in the armed forces in time of war or national emergency, or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States and who has been discharged or released under honorable conditions, and widows of such persons shall be allowed credit. Military Records Form DD214 must be submitted for further review and determination of appropriate credits.

#### **WAIVER OF SELECTION PROCEDURES:**

When selection procedures have been publicly announced and the number of applicants meeting the minimum qualifications for the position is five or less, the Human Resources Director may, at her/his discretion; a) Waive the competition entirely and submit the names of the applicants meeting the minimum qualifications to the appointing department, b) Revise the conditions of competition to a more practical basis under the circumstances.

**EMPLOYMENT ELIGIBILITY LIST:**

An employment eligibility list is established for those applicants who successfully pass all phases of the examination process. This list will be held for a maximum of six months from the date the list is certified. For each vacancy the top five (5) ranks on the list will be certified to the department for final selection, which will include a departmental interview.

**DEPARTMENTAL INTERVIEW:**

The Health and Human Services department will notify the applicant of the date and time of his/her interview. The applicant will be asked a series of questions about his/herself and his/her related experience, education and training that exhibit the knowledge, skills and abilities essential to the job. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decisions and use sound judgment and common sense.

**CONDITION OF EMPLOYMENT**

All appointments to a position are contingent upon successful completion of the following items:

**BACKGROUND INVESTIGATION:**

Selected applicant(s) must undergo a background investigation. Certain positions are required to undergo fingerprinting for the purposes of criminal history information. Background investigations may include verification of education, professional licenses and/or certifications, credit history, driving history, previous work history, personal and professional references, and records of mandated drug and alcohol testing as required for safety sensitive transportation work by Department of Transportation.

**PRE-EMPLOYMENT MEDICAL REVIEW/EXAMINATION:**

Selected applicant(s) who successfully complete the background investigation are required to complete a pre-employment medical review/examination, which may include drug screening, to assess his/her overall medical suitability for the position.

**IMMIGRATION REFORM AND CONTROL ACT OF 1986:**

Selected applicant(s) are required to submit documents verifying the applicant's identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

**LICENSING AND CERTIFICATIONS:**

Some positions are mandated by law to possess and maintain specialized certificate(s), license(s) and/or registration(s) at the time of appointment. Certain positions are required to obtain such items within an established timeframe or be subject to dismissal.

**AGENCY SHOP:**

All new, regular employees, with the exception of supervisory position(s), shall be required to join the employee association or pay a 'Fair Share Fee' as a condition of employment.

**DISASTER SERVICE WORKERS:**

All Yuba County Employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.