

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Director of Nurses
ALLOCATION: Health & Human Services Department
FLSA STATUS: Exempt
UNION AFFILIATION: Management

ESTABLISHED: Prior 1980
REVISED: December 2011

JOB SUMMARY:

Under managerial direction oversees all activities related to public health nursing, health education and services; plans, organizes, administers, reviews and evaluates all public health nursing and related ancillary services 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 services. 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 is the Executive level in the Public Health Nursing series.

CLASS CHARACTERISTICS:

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.

EXAMPLES OF DUTIES:

Essential:

- Develops and implements short- and long-term goals, objectives, policies, procedures and work standards for the public health nursing services function.
- Develops, with coordination of community partners, a Community Health Assessment and implements a Community Health Improvement Plan to complete requirements for Public Health accreditation.
- Maintains 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.
- Serves as a member of the administrative team and participates in planning, decision making and policy formulation; represents the public health nursing services function on a variety of community health committees.
- Assists the Administrative/Finance Division in compiling and analyzing data for use in the preparation of the Public Health operational, grant, and supplemental budgets; monitors monthly Public Health Division grant budgets and/or invoices, statistical, and staffing reports and recommends adjustments as required.
- Plans, organizes, administers, reviews and evaluates the work of staff; develops the nursing schedule; oversees or provides for the selection, training, professional development and discipline of staff.
- Develops and directs an ongoing staff education program, including orientation, continuing education through in-service techniques or attendance at seminars, workshops and conferences; provides for the upgrading of specific skills as appropriate.
- Develops policies and procedures and ensures that staff is aware of and follows them appropriately.
- Oversees all grant programs; ensures that funding agency requirements are met and that appropriate financial and client records are maintained and that reports are submitted in a timely manner.
- Maintains current knowledge of procedures and laws that effect nursing services activities; updates policies, procedures and protocols; educates staff and ensures that all are following current procedures.
- Assesses the quality of care rendered by public health nursing staff; ensures that ongoing quality assurance studies are performed and assists with evaluation and follow-up; investigates irregularities and complaints and takes appropriate corrective action.
- Responds to and assists in the coordination of emergency efforts by cities, state and federal agencies and other public jurisdictions, private entities and volunteer organizations during emergencies; assists in developing public health emergency response plans and develops operational procedures and protocols for County Public Health emergency management functions.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

- Promotes and maintains effective working relationships and communications within the department and among other County departments and local agencies.
- Performs a variety of office support duties and uses standard office equipment in support of the nursing services function.

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.
- Computer applications related to the work.
- Record keeping principles and practices.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

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.
- Keyboarding skills necessary to enter data and produce reports and correspondence.

Ability to:

- 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.
- Listen to and understand information and ideas presented through spoken words and sentences.
- Communicate information and ideas in speaking so others will understand.
- Read and understand information and ideas presented in writing.
- Communicate information and ideas in writing so others will understand.

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 III) 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.
- Stamina to stand, sit and/or walk for extended periods.

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

Work Environment:

- Potential exposure to contagious or infectious diseases or hazardous substances and chemicals.

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:

- Work on call and respond to emergency situations during weekends, holidays and other off-hour shifts.
- Attend meetings outside of normal working hours.
- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting and a credit check.
- 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: Baccalaureate degree in nursing (BSN) from an accredited school of nursing and five years experience as a Public Health Nurse, which has included three years at a supervisory or management level in a public health nurse setting or at a level equivalent to the County's class of Supervising Public Health Nurse.

PREFERRED: In addition to the minimum, a Master's degree in Nursing, Public Health or Administration, with 10 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.

Dept Approval: Suzanne Nobles
Date:

EEOC: 9410
WC: A

Personnel Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____