RESOLUTION - ACTION REQUESTED 2017-632

MEETING: September 19, 2017

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Approve a Public Health Nurse I/II Flex Classification; Change Allocations

RECOMMENDATION AND JUSTIFICATION:
Approve a Public Health Nurse I/II flexible classification and job description; abolish the Public Health Nurse II classification and job description; in the Health Department’s budget, add one full-time Public Health Nurse I/II allocation and change the existing 60% permanent part-time Public Health Nurse II allocation to a 60% permanent part-time Public Health Nurse I/II; eliminate the full-time Registered Nurse allocation effective immediately; and approve a budget action transferring funds to accommodate the allocation changes $53,161.

There is one 60% permanent part-time Public Health Nurse II and one full-time Registered Nurse position allocated to the Health Department. Staff of the Human Resources Department worked closely with the Public Health Nursing Manager and the County Health Officer to create a Public Health Nurse I/II flexible classification and determined that it would better suit the needs of the department if the nursing allocations were changed to Public Health Nurse positions. To accomplish this, it is recommended that the full-time Registered Nurse allocation is eliminated and a full-time Public Health Nurse I/II allocation is added in its place. Additionally, it is recommended that the 60% permanent part-time Public Health Nurse II is changed to a 60% permanent part-time Public Health Nurse I/II.

With the creation of a Public Health Nurse I/II flex class, the Health Department will have the ability to recruit at either level of classification which will assist with recruitment efforts at the time the department is ready to recruit for this professional position.

Approval of the budget action to transfer funds within the Health Department’s budget will accommodate the allocation changes.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board of Supervisors approved the Public Health Nurse II job description in December 2004 by Resolution No. 04-545.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Do not amend the job description as requested. Amend the job description as the
Board desires and adopt.

**FINANCIAL IMPACT:**
None on this action.

**ATTACHMENTS:**
- Public Health Nurse I-II draft  (PDF)
- RN - PHN 1718 Budget Action  (PDF)

**CAO RECOMMENDATION**
Requested Action Recommended

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**RESULT:**  ADOPTED BY CONSENT VOTE [UNANIMOUS]
**MOVER:**  Rosemarie Smallcombe, District I Supervisor
**SECONDER:**  Merlin Jones, District II Supervisor
**AYES:**  Smallcombe, Jones, Long, Cann, Menetrey

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Dallin Kimble, County Administrative Officer  9/14/2017
## BUDGET ACTION FORM

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**TOTALS**: 53,161

**ACTION REQUESTED**: (Check all that apply)

- [X] Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from contingencies.
- [ ] Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit.

**JUSTIFICATION**:

Transfer appropriation from Registered Nurse salary to Public Health Nurse I/II flexible classification FY1718. Health Department will be filling the PHN I/II position instead of the Registered Nurse classification utilizing the vacant Registered Nurse FY 1718 allocation. There is no additional cost to the general fund with this action.

**DEPT HEAD SIGNATURE**

**DATE**

**APPROVED BY RES NO. 17-032 CLERK**

**DATE 9-20-17**

**DEPARTMENT** Eric Sergienko, MD, MPH, Health Officer
PUBLIC HEALTH NURSE I/II

DEFINITION
Under direction, to provide public health nursing services to individual clients and the community at large in connection with the prevention and control of disease or adverse health conditions; and to perform related duties and responsibilities as required.

DISTINGUISHING CHARACTERISTICS
Public Health Nurse I/II is a flexibly-staffed class series. Advancement from the I to the II level is at the discretion of the County Health Officer with recommendations from the Public Health Nursing Manager, provided that the following criteria are met: (1) the minimum qualifications requirements, (2) demonstration of the ability to independently perform the full scope of the assigned duties, and (3) assignment and performance of the duties of the experienced level as defined in the Distinguishing Characteristics of the Public Health Nurse II below.

Public Health Nurse I is the entry-level of this professional series. It provides a full range of public health nursing services including clinic services; counseling and guidance; fieldwork in schools, homes, and community centers in connection with the prevention and control of disease or adverse health conditions; and the development of healthy lifestyles. Assignments at this level are subject to close supervision and review while in progress and upon completion.

Public Health Nurse II is the experienced level in the series. This classification differs from Public Health Nurse I in that incumbents at the II level are expected to perform the more difficult assignments with minimal supervision and review and may act in a lead capacity or assist in the training and supervision of subordinate staff. Public Health Nurse II differs from the Public Health Nursing Manager which is responsible for directing and coordinating public health nursing field activities and personnel.

SUPERVISION RECEIVED AND EXERCISED
I – Receives close supervision from the Public Health Nursing Manager and/or the County Health Officer. May receive lead direction from the Public Health Nurse II. May exercise lead direction over paraprofessional and clerical staff.

II – Receives general supervision from the Public Health Nursing Manager and/or the County Health Officer. May exercise technical and functional direction over other professional staff and paraprofessional staff, and exercises lead direction over clerical staff on a routine basis.

EXAMPLES OF ESSENTIAL FUNCTIONS
Provides public health nursing services to individual clients and the community at large, including clinical care, home visits, counseling, public health instruction, and education.

Assists in the promotion, development, maintenance, and staffing of maternal child adolescent health; immunization; child lead poisoning prevention; oral health; child health disability
prevention; foster care; communicable disease; rabies prevention programs; family planning; substance abuse and mental health programs; and clinic services.

Assists in developing program policies and procedures; assists with in evaluating program effectiveness.

Makes referrals to other agencies and/or providers as appropriate; assists clients in accessing health and community services as needed.

Participates in epidemiological investigations in the home, school or community, identifying potential risks to the community, and implementing measures for disease containment.

Prepares written educational materials for distribution to the community; locates, evaluates and distributes existing educational materials as appropriate.

Works with physicians and community groups to keep, establish, and carry on work in the promotion of maternal and child health.

Participates in conferences, task forces and meetings, and confers with public health administrators and others on community public health problems.

Attends civic and other community meetings and events to explain and promote the activities and functions of the program and to establish favorable public relations; gives public speaking presentations as requested; prepares publicity materials for distribution; oversees and/or participates in community events as appropriate.

Coordinates and/or participates in special programs and projects as assigned.

Responds to and resolves citizen, client or community requests for assistance, complaints or inquiries.

Coordinates assigned activities and programs with those of other departments, divisions and agencies as appropriate.

Performs general administrative and clerical work as required, including preparing reports and correspondence, conducting and attending meetings, copying and filing documents, entering and retrieving computer data, assembling materials, sending and receiving faxes, answering the telephone, compiling data for reports, preparing mailings, etc.

**Public Health Nurse II (in addition to the above):**
Provides and/or coordinates staff training; offers advice and assistance as needed; recommends disciplinary measures as appropriate.

Develops program goals, objectives, policies, procedures and protocols.
Administer specialized public health programs under minimal supervision

**EMPLOYMENT STANDARDS**

**Knowledge of:**
Pertinent federal, state and local laws, regulations, codes and ordinances.

Accepted Public Health Nursing standards.

Principles, procedures and techniques used in planning, evaluating and administering public health programs.

Principles and practices of nursing as applied to public health practice, and preventive medicine.

Recent developments, current literature, and sources of information related to public health administration.

Principles, methods and procedures of nursing as applied to public health practice, and of preventive medicine.

Principles, practices, and current issues in health education, including mental health, substance abuse, maternal and child health, and general public health.

Basic causes and types of treatment for substance abuse, mental health disorders and public health issues.

Sociological, cultural, environmental, and economic factors affecting individual and public health.

Causes, means of transmission, and methods of controlling communicable diseases.

Interviewing and counseling practices and techniques.

Principles, techniques and materials used in public health education.

Modern office practices and technology, including the use of computers for word processing and records management.

English usage, spelling, grammar and punctuation.

Safe work practices.

Excellent interpersonal communication skills and techniques.
Ability to:
Interpret, analyze and apply federal, state and local laws, rules, regulations, codes and ordinances.

Plan, organize, evaluate, and provide leadership in community health programs and public health nursing activities.

Plan, organize, supervise and evaluate the work of subordinate staff.

Analyze problems, identify alternative solutions, determine consequences of proposed actions, and implement recommendations in support of goals.

Exercise initiative, ingenuity, and sound judgment in solving difficult administrative, professional, technical, and personnel problems.

Research and prepare effective public education and information materials.

React quickly and calmly in emergency situations.

Make effective public presentations.

Communicate effectively in both oral and written form.

Carry out departmental and County missions.

TYPICAL WORKING CONDITIONS
Work is performed in an office and clinic environment and may include outdoor work and in-home visits. Incumbent drives on surface streets and may be exposed to traffic hazards, adverse weather conditions, temperature extremes, wetness, communicable disease, pathogenic substances, odors, skin irritants.

TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in an office and clinic environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office and/or clinical duties; operate motor vehicles; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and medical equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Requires the strength and stamina to perform clinical duties.
MINIMUM QUALIFICATIONS

Experience:
Public Health Nurse I
One year of experience as a Public Health Nurse is desirable.

Public Health Nurse II
Two years of experience as a Public Health Nurse with increasing assumption of administrative responsibilities. A Master’s degree in nursing or public health can substitute for one year of the required experience.

Education: (Both Public Health Nurse I and II)
Graduation from an accredited college or university with a Bachelor’s degree in nursing;

Additional Requirements: (Both Public Health Nurse I and II)
Possession of a valid and current Registered Nurse license issued by the State of California.

Possession of a valid and current Public Health Nurse certificate issued by the State of California. (For the Public Health Nurse I, if not certified, must obtain certification as a Public Health Nurse within one year of employment).

Possession of a valid and current Health Care Provider CPR certification.

Possession of a valid California driver’s license. Under certain circumstances, the Human Resources Director may accept a valid driver’s license from another State if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 09/17 (B/S Res. 17-632)