

DEPARTMENT: Personnel

BY: Richard J. Benson

**RECOMMENDED ACTION AND JUSTIFICATION:**

Approve the Public Health Nursing Manager description, allocate one full-time position to the Health Department, set the monthly salary range at \$5998-\$7291, and assign the classification to the MCMCO bargaining unit. One of the functions of the Public Health Nursing Manager will be to serve as the Director of Public Health Nursing pursuant to section 1301 of Title 17 of the California Code of Regulations. Under the current contract between the State and the County, this mandate was satisfied but the contract will be terminated so it is necessary to satisfy the requirement by creating and adding this as a County position. Except for one employee who will be retiring, the employees who work under this contract will be transitioned to County employment. This is the first of those positions that needs to be created.

This position will require a pre-employment physical.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Board of Supervisors approved a reorganization of the Health Department at their meeting of June 15, 2010. One of the actions taken during that meeting was to create a position that meets the requirements of a Director of Public Health Nursing and approved the top step salary of this position to be \$7291.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve this action as drafted. Amend as the Board desires and adopt.

Financial Impact? (X) Yes ( ) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? (X) Yes ( ) No ( ) Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		
Source:		<b>Job description</b>
Internal Transfer		
Unanticipated Revenue	_____ 4/5's vote	
Transfer Between Funds	_____ 4/5's vote	
Contingency	_____ 4/5's vote	
( ) General ( ) Other		

**CLERK'S USE ONLY:**

Res. No.: 10-319 Ord. No. \_\_\_\_\_  
Vote - Ayes: 5 Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_  
*AW* Approved  
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_  
Attest: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By: \_\_\_\_\_  
Deputy

**COUNTY ADMINISTRATIVE OFFICER:**

Requested Action Recommended  
 No Opinion  
Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CAO: *RJB*

## **PUBLIC HEALTH NURSING MANAGER**

### **DEFINITION**

To serve as the Director of Public Health Nursing pursuant to the California Code of Regulations; to plan, coordinate, direct and evaluate the activities and services of public health nursing services to individual clients and the community at large through the provision of clinical services and counseling and through the promotion of community health and welfare; to assign, supervise, and evaluate the work of professional nursing staff and to perform related duties and responsibilities as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the County Health Officer.

Exercises direct supervision over professional staff and may exercise lead supervision over subordinate support staff.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Plans, organizes, administers and supervises public health nursing services, programs, and activities of the Public Health Department.

Recommends and develops program goals, objectives, policies, procedures, and protocols and advises staff on the interpretation and application of department policies and protocols.

Maintains and participates in various programs and clinic services.

Provides public health nursing services to individual clients and the community at large, including clinical care, counseling, and public health instruction and education.

Oversees the administration of provider and inter-agency agreements and contracts.

Prepares targeted case management assessment and develops service plans for clients; consults with colleagues, providers, other case managers or supervisors concerning cases; conducts home visitation as required; reviews and/or completes charting of client progress in medical records and all other documentation as required; monitors cases to ensure quality care is provided to all clients.

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

May promote and administer a grant program to provide community groups with funding for special public health projects and programs.

Provides direction to subordinate staff regarding difficult, complex or complicated cases.

Supervises and evaluates the work of professional staff and provides direction of subordinate staff as assigned; provides or coordinates staff training; offers advice and assistance as needed; implements disciplinary measures as appropriate.

Collaborates with other health care providers, professionals, and community representatives in assessing implementation and evaluation of assigned programs.

Oversees and participates in the preparation and maintenance of accurate and up-to-date program records; prepares and submits various technical, administrative and financial reports as required by the County and other agencies.

Represents the department on various community, regional, and State committees related to assigned public health programs or activities.

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

May participate in County budget preparation and provide cost estimates for budget recommendations.

Performs general administrative work as required, including preparing reports and correspondence, attending meetings, copying and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

### **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.

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

Principles, methods and procedures of nursing as applied in 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; understanding the causes and types of treatment for substance abuse, mental health disorders, and public health disorders.

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

Principles of supervision, training and performance evaluation.

Budget preparation and administration practices.

Report and business letter preparation techniques.

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

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations 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.

Monitor and manage contracts for services.

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

Prepare and administer program budgets and plans.

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, analyze and evaluate new service delivery methods and procedures.

Work effectively with clients and family members and assist them in the satisfactory solution of health problems.

React quickly and calmly in emergency situations.

Prepare clear and concise administrative, financial and technical reports.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and clinic environment. 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:**

Three years of experience as a Public Health Nurse with increasing assumption of administrative responsibilities, or five years of experience as a Public Health Nurse in a generalized public health nursing program, including at least two years experience in program coordination or supervision.

#### **Education:**

High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree in nursing, or graduation from an accredited program of registered nursing and graduation from an accredited program of study for public health nursing.

#### **Additional Requirements:**

Possession of a valid, current Registered Nurse license issued by the State of California.

Possession of a valid, current Public Health Nurse certificate issued by the State of California.

Possession of a valid California driver's license. Under certain circumstances, the Personnel 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: 06/10 (B/S Res. 10-319)