CLASS SPECIFICATION

CLASS: Supervising Public Health Nurse II
ALLOCATION: Health & Human Services Department
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA
ESTABLISHED: October 2016

JOB SUMMARY:
Under general supervision, plans, organizes, reviews and evaluates public health nursing activities for the Yuba County Public Health Division; serves in the capacity of the Director of Public Health Nursing pursuant to the California Code of Regulations 17 CCR § 1253; assists in the development and implementation of public health goals, objectives, standards of performance and policies and procedures to meet legal, organizational and public health nursing needs; assigns, supervises and evaluates the work of professional nursing staff; and performs related duties and responsibilities as assigned. 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 advanced supervisory level in the Public Health Nursing series.

CLASS CHARACTERISTICS:
This position reports directly to the Health Administrator and works closely with the Health Officer. This class is distinguished from the Health Administrator in that the latter has management oversight for the entire health divisions. This class is further distinguished from Supervising Public Health Nurse I in that the latter has supervisory responsibilities for a singular public health nursing unit. The Supervising Public Health Nurse I and Supervising Public Health Nurse II are not flexibly staffed.

EXAMPLES OF DUTIES:
Essential:
- Maintain 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.
- Assist in the development and implementation of public health program goals, objectives, policies, procedures and protocols and advise staff on the interpretation and application of departmental policies and procedures.
- Supervise and evaluate the work of professional nursing staff and provide direction to subordinate staff as assigned; evaluate staff's job performance, provide direction and coaching, through regular feedback sessions; create individual development plans with employees, discuss job performance problems to identify causes and issues, and work on resolving problems; recommend discipline and implement discipline procedures as needed/directed; provide or coordinate staff training; offer advice and assistance as needed.
- Assist in developing public health emergency response plans and develop operational procedures and protocols for County Public Health emergency management functions; respond to public health emergencies and disasters as needed, utilizing the nursing skills authorized under their professional scope of practice.
- Assess the quality of care rendered by public health nursing staff; ensure that ongoing quality assurance studies are performed and assist with evaluation and follow-up; investigate irregularities and complaints and take appropriate corrective action.
- Collaborate with other health care providers, professional and community representatives in assessing implementation and evaluation of assigned programs.
- May assist the Health Administrator in compiling and analyzing data for use in the preparation of the Public Health operational, grant and supplemental budgets; monitor monthly Public Health Division grant budgets and/or invoices, statistical and staffing reports and recommend adjustments as required.
- Oversee assigned grant programs; ensure that funding agency requirements are met and that appropriate financial and client records are maintained and that reports are submitted in a timely manner.
- Oversee and participate in the preparation and maintenance of accurate and up-to-date program records; prepare and submit various technical, administrative and financial reports as required by the County and other agencies.
- Represent the department on various community, regional, and State committees related to assigned public health programs or activities.
- Maintain current knowledge of procedures and laws that effect nursing services activities; recommend updates to policies, procedures and protocols as required; educate staff and ensure that all are following current procedures.

Important:
• Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
• Maintain accurate records and prepare periodic and special reports as required.
• Perform a variety of administrative work and use standard office equipment in support of the nursing services function including preparing reports and correspondence, attending meetings, coping and filing documents, sending and receiving faxes, entering and retrieving data, etc.

EMPLOYMENT STANDARDS:
Knowledge of:
• Principles, practices and techniques 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.
• Applicable laws, codes and regulations, including the California Nurse Practice Act.
• Proper techniques for documenting services provided.
• Community and public agency resources available to the clients served, including extended nursing care.
• Mandatory reporting responsibilities related to suspected abuse or neglect of children, dependent adults, and the elderly.
• Computer applications related to the work.
• Demographic, bio-statistical and data collection methods used in evaluating public health rules and regulations.

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.
• Interpreting, applying and explaining laws, rules, policies, procedures and technical information.
• Using initiative and independent judgment within established policy and procedural guidelines.
• Identifying cultural differences on community health care practices.
• Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
• Preparing clear and accurate procedures, policies, educational materials, reports, correspondence and other written materials.

Ability to:
• Administer public health programs and staff directly or through subordinate levels of supervision.
• Exercise initiative and sound judgment and make appropriate recommendations.
• Assess and prioritize multiple tasks, projects and demands.
• Interpret, apply and adapt to County and department policies, procedures, rules, and regulations.
• 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.
• Communicate and work effectively with public health personnel, health professionals, representative of other agencies and the public.
• Communicate information and ideas in speech and in writing so others will understand.
• 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 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.
- 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.
- Stamina to stand, sit and/or walk for extended periods.
- Occasional bending, stooping, squatting, climbing, reaching above or at should level, kneeling, pushing/pulling, and twisting at waist.
- Lift, carry, push and/or pull equipment and supplies weighing up to 50 pounds.
- 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 is performed in a typical office or clinic setting and in the field at various residential locations.
- Work may require exposure to sources of potentially contagious pathogens in the course of field duties, while wearing personal protective equipment.
- When in the field, work with exposure to inclement weather, temperature extremes, equipment noise, heavy traffic and exhaust fumes, or other potentially dangerous conditions.
- May be required to work extended hours, weekends, holidays, evenings or irregular work shifts.
- May be required to attend meetings outside of normal business hours.
- May be required to be available for call back in emergency situations during weekends, holidays and other off-hour shifts.

**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:**
- 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.
- 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:** Bachelor’s degree in nursing (BSN) from an accredited school of nursing and three years of progressively responsible experience in public health nursing.

**PREFERRED:** In addition to the minimum, a Master's degree in Nursing, Public Health or Administration, with five years of progressively responsible experience as a Public Health Nurse, and two years as a Public Health Nurse Supervisor in a public 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.