

**COMMUNITY PUBLIC HEALTH NURSING DIVISION MANAGER****DEFINITION**

Under direction, plans, organizes, ~~administers, coordinates oversees~~ and ~~evaluates staff and directs~~ activities ~~of community and services for~~ public health nursing; ~~administers practice and~~ the work of ~~professional, nursing and other professionally licensed staff performing difficult, complex and~~ technical ~~and other support staff in the provision of duties related to~~ public health services through a variety of ~~clinic~~ and field services; ~~assists with program planning and budgeting; coordinates assigned activities with other County departments and outside agencies; provides expert~~ ~~highly responsible and complex~~ professional assistance to County staff and the public in public health promotion and service delivery activities. The incumbent serves as the Director of Public Nursing as outlined in California Code of Regulation Title 17 Public Health.

**DISTINGUISHING SUPERVISION EXERCISED AND RECEIVED**

Receives direction from assigned executive management personnel. Exercises direct supervision over supervisory, professional, technical, and administrative support staff. Supervision and direction may be provided directly or through subordinate supervisors.

**CLASS CHARACTERISTICS**

This ~~class has division level responsibility for~~ is a management classification responsible for the County's public health nursing ~~services function, including a variety of specialized practice and other affiliated licensed disciplines of physical health education and promotion programs and field services. The incumbent is responsible for.~~ Responsibilities include ascertaining community health needs, recommending programs to meet those needs ~~and~~, directing their development and implementation. ~~The incumbent is responsible for developing and implementing division and departmental,~~ budget administration and reporting, and program evaluation as well as performing and directing many of the day-to-day activities of the nursing programs. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Develops and/or manages and administers public health nursing based on community assessment data and overall Public Health Division service goals, and objectives and.
- Evaluates nursing practice proficiency, California Practice Act compliance, adherence to nursing professional code of conduct and advises the County on best practices and areas of improvement
- Selects, trains, evaluates, and disciplines subordinate staff.
- Serves as a resource for interpreting federal, state and local standards of public health nursing practice  
Assists in addition to furthering County goals and objectives.

**EXAMPLES OF DUTIES (Illustrative Only)**

- ~~Plans, organizes, coordinates and directs, through subordinate supervisors, the work of the Community Public Health Nursing Division, providing infant, child and adult health programs and community nursing services.~~
- ~~Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division; participates in the budget process.~~

- ~~Develops and implements~~the development of management systems, procedures and standards for program monitoring and evaluation; ~~recommends procedural modifications.~~ assures proper procedures are in place and followed.
- ~~Directs~~Performs analysis and prepares detailed written reports of findings pertaining to the quality and efficiency of services provided within public health nursing programs.
- ~~Assists in~~ the preparation of ~~a variety of studies and reports relating to current and long-range service provisions within the County.~~
- ~~Directs the selection, supervision, training and work evaluation of division staff; supervises contract staff as required.~~
- ~~Oversees~~program budgets in support of the overall Division budget.
- ~~Coordinates the application for, execution~~ and monitoring of grants within the ~~division; reviews~~ Division; develops directly or through delegation scope of ~~work, budget and works, budgets,~~ periodic or annual reports ~~for all grant programs.~~
- Assists subordinates and peers in planning and organizing ~~public health clinics; approves~~community level outreach, intervention and events; ~~reviews and evaluates~~ schedules, staffing and caseload ~~assignments~~ratios and case assignment appropriateness.
- ~~Conducts physical assessments; dispenses medicinal products and therapeutic agents; performs diagnostic testing/screenings, immunization techniques, and withdrawal of human blood.~~
- ~~Reviews and interprets laboratory findings and provides intervention in accordance with standardized procedures and protocol at the facility level and in the community as appropriate.~~
- Prepares, ~~directs the preparation of~~ and reviews periodic and special reports ~~to~~for a variety of state or federal agencies ~~for health issues./~~
- ~~Coordinates the work of the division with that of other divisions, departments, outside agencies and individuals.~~
- Participates in on-site compliance reviews as conducted by state surveyors; corrects reported deficiencies.
- Monitors developments related to ~~health promotion and~~ public health nursing ~~matters~~practice and scope, evaluates ~~their potential or real~~ impact on County nursing programs and operations, and recommends policy, standard and/or procedural improvements.
- ~~Represents the Division and public health nursing at community organizations, public gatherings, and meetings.~~
- ~~Attends and participates in professional group meetings; stays abreast of new trends and innovations as they relate to the areas of assignment.~~
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

## QUALIFICATIONS

### Knowledge of:

- ~~o Administrative principles and methods, including goal setting, program and budget development and administration, and employee supervision.~~
  - ~~o Principles and practices of program planning, development, implementation, and evaluation.~~
  - ~~o Organizational and management practices as applied to the development, analysis, and evaluation of public health nursing, promotion programs, policies, and operational needs.~~
  - ~~o Synthesizing qualitative and teaching quantitative data during data analysis for comprehensive organizational assessment.~~
- ~~o Provisions of the The California Nurse Nursing Practice Act.~~
  - ~~o Applicable county; and applicable business and professions codes, federal, state, and federal guidelines and local laws regulating nursing practices-, regulations, and ordinances as related to public health.~~
  - ~~o Advanced principles, practices, and techniques of developing and delivering public health education and outreach in a variety of formats.~~
  - ~~o Methods and techniques of communicating with diverse populations.~~
  - ~~o Principles and practices of employee supervision, including planning and assigning work, performance review and evaluation, discipline, and the training of staff in work procedures.~~
  - ~~o Principles and practices of leadership.~~
  - ~~o Principles and practices of budget development and monitoring.~~
  - ~~o Public funding and budget preparation for the program(s) to which assigned.~~
  - ~~o Methods and procedures for collecting and compiling demographic and biostatistical data.~~
  - ~~o Principles and practices of program management, including development, funding sources, grant proposal writing, program evaluation, quality control complex recordkeeping and fiscal management documentation.~~
- ~~o County, state, and federal social service programs and agencies.~~

### Skill in:

- ~~o Planning, organizing, administering and coordinating a variety of complex public health programs and services.~~
- ~~o Planning, organizing, directing, reviewing and evaluating the work of staff through subordinate supervision.~~
- ~~o Providing for training and professional development of staff.~~
  - ~~o Identifying Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.~~
  - ~~o Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.~~
  - ~~o The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.~~
  - ~~o Modern equipment and communication tools used for business functions and program, project, and task coordination.~~
  - ~~o Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.~~

### Ability to:

- ~~o Effectively manage and administer program operations and activities.~~
- ~~o Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.~~
- ~~o Plan, coordinate, implement, and evaluate the effectiveness of public health nursing practice.~~

- o Apply, interpret, and explain rules and regulations applicable to public health nursing practice.
- o Use existing models and evidence to develop policies for public health systems within the framework of the organization's governing body.
- o Critique health and public policy in order to address current and emerging public health problems and issues.
- o Identify program funding sources, and ~~preparing~~ prepare grant applications, proposals, contracts and budgets.
- o ~~Interpreting, explaining and applying~~ Communicate effectively as member or leader of inter-professional team, both internally and externally.
- o Establish organizational relationships, processes, and system improvements to enhance collaboration and cooperation among stakeholders in population-focused health policies.
- o Serve as an expert in utilizing public health and nursing science in the design of public health practice environments.
- o Interpret, explain and apply laws, regulations and policies relating to public health nursing practices and programs.
- o ~~Analyzing~~ Analyze complex public health problems, ~~evaluating alternatives and making~~ reach sound judgments and recommendations ~~conclusions, and adopt an effective course of action.~~
- o ~~Identifying the cultural patterns influencing community health practices.~~
- o ~~Planning, coordinating, implementing and evaluating the effectiveness of public health programs.~~
  - o ~~Preparing clear and complete~~ Establish goals and objectives
  - o Ensure the maintenance and retention of complex records, files, reports, and other documents.
  - o Generate a variety of business documents including letters, memoranda, reports, and other written correspondence ~~material.~~
- o ~~Representing the County in contacts with county officials, community groups, other agencies and the public.~~
  - o ~~Establishing and maintaining~~ Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
  - o Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
  - o Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax; and explain technical information to individuals from a variety of educational and cultural backgrounds.
  - o Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
  - o Establish, maintain, and foster positive and effective working relationships with those contacted in the course of ~~the~~ work.

**Other Requirements:**

~~Must possess a valid driver's license. Must possess a valid license to practice as a registered nurse in the State of California, and a valid California Public Health Nursing Certificate.~~

- o Plan, organize, administer and coordinate a variety of complex public health programs and services.
- o Provide for training and professional development of staff.
- o Identify cultural patterns influencing community health practices.

**Education and Experience:**

A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.

Equivalent to ~~graduation~~ a bachelor's degree in nursing from ~~a~~ an accredited four-year college or university ~~accredited by the National League for Nursing with major coursework in nursing and three;~~

AND

Three years of supervisory or administrative public health nursing experience which included involvement in fiscal management and program planning, development and administration. ~~A Master's degree in public health or public~~

health nursing is desirable.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills. A Master's degree in nursing, public health, or advanced nursing practice is desirable.

### **Licenses and Certifications:**

Possession of a California Registered Nurse license issued by the California State Board of Registered Nursing or eligibility for Registered Nurse licensure reciprocity in the State of California.

Possession of a California State Public Health Nursing certificate.

Possession of, or ability to obtain and maintain, a valid California Driver's License by time of appointment and a satisfactory driving record.

### **PHYSICAL DEMANDS**

Must possess mobility to work in an office setting; use standard office equipment, including a computer; some positions may be required to operate a motor vehicle; vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees predominantly work in a facility or office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

Must be willing to work after hours, weekends, and holidays as needed.

As required by Internal Revenue Service Publication 1075, individuals in positions that have access to Federal Tax Information (FTI), will be subject to a background investigation and a criminal history check. In addition, individuals hired into positions that have access to FTI will be re-investigated at least once every ten (10) years.