



# COMMUNITY PUBLIC HEALTH NURSING DIVISION MANAGER

Class Code:  
0201

Bargaining Unit: Management

THE COUNTY OF EL DORADO  
Established Date: Jun 1, 1990  
Revision Date: Apr 20, 2012

## **SALARY RANGE**

\$44.04 - \$53.53 Hourly  
\$7,633.60 - \$9,278.53 Monthly  
\$91,603.20 - \$111,342.40 Annually

## **DEFINITION & DISTINGUISHING CHARACTERISTICS:**

### **DEFINITION**

Under direction, plans, organizes, administers, coordinates and evaluates staff and activities of community public health nursing; administers the work of professional, technical and other support staff in the provision of public health services through a variety of clinic and field services; provides expert professional assistance to County staff and the public in public health promotion and service delivery activities.

### **DISTINGUISHING CHARACTERISTICS**

This class has division level responsibility for the County's public health nursing services function, including a variety of specialized health education and promotion programs and field services. The incumbent is responsible for 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 goals, objectives and standards 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 management systems, procedures and standards for program monitoring and evaluation; recommends procedural modifications.
- Directs 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 the application for and monitoring of grants within the division; reviews scope of work, budget and periodic reports for all grant programs.
- Assists subordinates and peers in planning and organizing public health clinics; approves schedules, staffing and caseload assignments.
- Prepares, directs the preparation of and reviews periodic and special reports to a variety of state agencies for health issues.

17-1194 B 1 of 3

- 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, evaluates their impact on County programs and operations, and recommends policy and procedural improvements.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

**EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):**

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Equivalent to graduation from a four year college or university accredited by the National League for Nursing with major coursework in nursing **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 typically accepted ways of obtaining the required knowledge and skills.

**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.

**KNOWLEDGE:**

- Administrative principles and methods, including goal setting, program and budget development and administration, and employee supervision.
- Principles and practices of public health nursing, promotion and teaching.
- Provisions of the California Nurse Practice Act.
- Applicable county, state, and federal guidelines and laws regulating nursing practices.
- Methods and procedures for collecting and compiling demographic and biostatistical data.
- Principles and practices of program management, including development, funding sources, grant proposal writing, program evaluation, quality control and fiscal management.
- County, state, and federal social service programs and agencies.

**SKILLS:**

- Planning, organizing, administering and coordinating a variety of complex public health programs and services.

- Planning, organizing, directing, reviewing and evaluating the work of staff through subordinate supervision.
- Providing for training and professional development of staff.
- Identifying program funding sources, and preparing grant applications, proposals, contracts and budgets.
- Interpreting, explaining and applying laws, regulations and policies relating to public health nursing practices and programs.
- Analyzing complex public health problems, evaluating alternatives and making sound judgments and recommendations.
- Identifying the cultural patterns influencing community health practices.
- Planning, coordinating, implementing and evaluating the effectiveness of public health programs.
- Preparing clear and complete reports and other written correspondence.
- Representing the County in contacts with county officials, community groups, other agencies and the public.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**CLASS SPEC TITLE 7:****HISTORY****JCN: 0201**

Created: June 1990

Revised: August 2006 Retitled