



Class Code: 3-1203
FLSA: Non-Exempt
EEO: 4
Bargaining Unit: 3
Revised: 10/2020

PUBLIC HEALTH NURSE, SENIOR

DEFINITION

Under direction, plans and directs the work of a special program such as the Immunization Program, the Maternal, Child and Adolescent Health Program, or California Children's Services; provides lead direction and work coordination for other professional nursing and support staff; plans and conducts a variety of public health nursing clinics and services; provides nursing services, health education, and health consulting services, including the prevention and control of diseases and the promotion of health awareness; develops and administers program budget; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Public Health Nurse series. Incumbents are responsible for planning and directing a specific public health program such as the California Children's Services, Maternal, and Child Health or Targeted Case Management as well as provide lead direction and coordination for other professional nursing staff. Incumbents also perform a wide scope of public health nursing duties.

This class is distinguished from the Public Health Nurse II by the assignment of a higher level of public health program direction responsibilities and the exercise of lead responsibilities for other professional nursing staff.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate or general supervision from the assigned supervisor. PHN III supervisor staff in programs and may provide technical and functional direction to assigned staff.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Plans, organizes, and directs a special public health program(s) such as the Immunization Program, Maternal, Child, and Adolescent Health Program, California Children's Services, or the Preventative Health for the Aging Program, identifying and interacting with local care providers.
- Assists with planning, scheduling, assigning, evaluating, and directing the programs and work of professional nursing staff and other public health staff.
- Develops plans and directs resources to achieve program goals and objectives.
- Assists with determining the funding needed for program services.
- Develops and monitors program budgets and county-wide program plans.
- Assists with the preparation of program and service policies and procedures.
- Plans, organizes, and provides public health nursing services, health instruction, counseling, and guidance for individuals, families, and groups regarding disease control, health awareness, health maintenance, and rehabilitation in a clinic setting.
- Provides referrals.
- Teaches and demonstrates health practices for individuals and groups.
- Works with families to alleviate health problems and promote good health habits.
- Refers and coordinates the care of individuals and families with other public and private agencies.
- Identifies special health needs for assigned cases, recommending and implementing services to meet

those needs.

- Assists individuals and families with implementing physician recommendations.
- May plan, direct, and perform epidemiological investigations in homes, schools, the community, and public health clinics.
- Prepares appropriate records and case documentation, arranging follow-up services based on findings.
- Confers with physicians, nursing staff, and other staff regarding public health programs, patient reports, evaluations, medical tests, and related items.
- May consult with multi-disciplinary teams for the purpose of creating a plan of service for at-risk families.
- Prepares reports and maintains records.
- Compiles statistical information for appraisal and planning purposes.
- Communicable disease contact follow-up.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Program planning, evaluation, and development principles.
- Principles, methods, practices, and current trends of general and public health nursing and preventive medicine.
- Community aspects of public nursing, including community resources and demography.
- Federal, state, and local laws and regulations governing communicable disease, public health, and disabling conditions.
- Environmental, sociological, and psychological problems related to public health nursing programs.
- Child growth and development.
- Unique psycho, social, and cultural issues encountered in a rural health program.
- Causes, means of transmission, and methods of control of communicable diseases.
- Principles and techniques of effective employee supervision, training, evaluation, and development.
- Budget development and expenditure tracking.
- Cell phone usage.
- Proper English spelling, grammar, and punctuation.
- Applicable business equipment and software applications.

Ability to:

- Plan, organize, and carry out public health nursing activities and services for an assigned service area or program.
- Develop and maintain public relations with clients, staff, community groups, and other government organizations.
- Analyze and evaluate health problems and take appropriate action.
- Provide direction, supervision, training, and timely work evaluations for assigned staff.
- Provide instruction in the prevention and control of diseases.
- Develop and maintain health records and prepare clear and concise reports.
- Communicate effectively, orally, and in writing.
- Deal tactfully and courteously with the public, community organizations, and other staff when explaining public health issues and providing public health services.
- Develop and manage the program budget.
- Effectively represent Public Health in contacts with the public, community organizations, and other government agencies.
- Keep client information confidential.

- Use a cell phone at off-site locations
- Regularly work well under pressure, meeting critical deadlines.
- Utilize a computer, relevant software applications, and/or other equipment as assigned.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, customers, clients, and the public.

Licensing and Certifications:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Possession of a valid license as a Registered Nurse in California.

Possession of a Certificate as a Public Health Nurse issued by the California State Board of Registered Nursing.

Must be eligible for State Skilled Professional Medical Personnel (SPMP) classification as defined by 42 CFR PART 432.

Education and Experience:

Completion of sufficient education and experience to meet the State of California Public Health Nurse certification requirements.

Bachelor's degree from an accredited four-year college or university in Nursing and a certificate as a State of California Public Health Nurse.

AND

One (1) year of public health nursing experience comparable to that of a Public Health Nurse II with the County of Lake.

Additional directly related experience and/or education may be substituted.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and occasionally in the field where they may be exposed to inclement weather. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces.

Positions in this class may require local and statewide travel as necessary.

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

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