

COUNTY OF SOLANO
CLASS SPECIFICATION
NURSING SERVICES DIRECTOR

Effective Date: 2/10/2015

CLASS SUMMARY:

Under general direction, the Nursing Services Director assesses the level of public health nursing services and clinic nursing services with the goal that these services meet the needs of the community, and facilitates the development of any needed public health policies and procedures. The Nursing Services Director collaborates with local community agencies and partners to assure the availability of public health and clinic nursing services and to identify and address health disparities in the community. The Nursing Services Director also provides advocacy, professional direction and support to nurses working within the department to include identifying training and education needs.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **The Health Officer/Deputy Director** class which supervises the Nursing Services Director and oversees the Solano County Public Health Division.
- **The Public Health Nurse Manager** class which oversees a program(s) and supervises employees in the classes of Public Health Nurse and Public Health Nurse (Senior).

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by the Health Officer/Deputy Director.
- Supervision is exercised over subordinate managers in the class of Public Health Nurse Manager, Public Health Nurse, Senior, and Public Health Nurse in addition to employees in clerical, technical/paraprofessional, an/or professional classes in the nursing profession or other health care professionals.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Provides nursing leadership by performing the following:
 - providing subject matter expertise regarding nursing to the department and providing professional oversight for nursing skills for nurses in the department,
 - providing oversight for the department nurses with respect to nursing compliance and quality control,
 - participating in division quality control initiatives,
 - assuming an executive leadership role for developing and implementing quality assurance and performance measures across all divisions, clinical programs and services of the department related to nursing.
 - developing, implementing and updating policies and standards for the conduct of nursing services within established departmental policies and procedures,

- defining scope of nursing practices,
 - establishing standards for practice,
 - developing and maintaining nursing protocols,
 - identifying and formulating roles for public health nurses in the health delivery and managed care systems within the department,
 - providing Public Health strategies and outcome objectives in the care coordination and case management for patients as they transition between the healthcare delivery system and their home/community environment,
 - assuring that public health nursing and programmatic/divisional assignments comply with all attributes related to achieving and maintaining National Public Health Accreditation,
 - reviewing legislation and related reports to ensure compliance with Federal, State and local health regulations, laws and codes related to nursing,
 - advising management on changes in procedures and needed legislation,
 - overseeing the professional development of all nursing personnel, including the oversight and adherence to appropriate HIPPA, health regulations, codes, licensure and certification requirements,
 - serving as consultant to Public Health administrators for departmental programs with a nursing component or nursing implications,
 - collaborating with program and medical staff in developing nursing functions and protocols,
 - supporting the department by participating in evaluations related to Public Health and health care delivery and incorporating the findings of evidence-based strategies in planning and operational activities,
 - seeking opportunities to promote innovative programs through written proposals, grant applications, etc., and
 - staying current with clinical practices with a commitment towards excellence in service delivery.
- Exercises management authority for assigned services and activities and performs managerial responsibilities such as:
 - monitoring purchases and expenditures;
 - approving non-routine expenditures for workplace improvements, training, computer software and hardware, etc.;
 - providing input to the unit's budget;
 - monitoring goals and objectives of the unit and taking corrective actions as appropriate;
 - recommending and implementing new policies and procedures to eliminate or reduce barriers to efficient or effective production and/or to improve customer service; and
 - coordinating and monitoring the work of consultants and contractors by reviewing the performance and quality of work to ensure compliance with the applicable contract and by reviewing and approving claims for payments to ensure conformance with contract provisions and to prevent cost overruns.
 - Performs supervisory duties to direct reports and to others through subordinate supervisors such as:
 - establishing standards for acceptable work products and evaluating performance;
 - interviewing applicants and making selections;
 - reviewing, approving and implementing disciplinary actions and terminations;

- providing career development mentoring;
- assigning work and planning and scheduling staff's work activities and deadlines;
- reviewing work and recognizing employees' work efforts and accomplishments;
- providing career development mentoring and recommending training and career development opportunities;
- ensuring that employees are properly trained;
- reviewing and approving timesheets and requests for leave; and
- supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety.
- Represents the Department at the regional, state and national level by serving as a liaison with boards, commissions, non-profit agencies, government agencies, etc. and at the local level by participating in community outreach efforts such as:
 - developing and maintaining collaborative partnerships with community leaders, local organizations and businesses, and other County departments to develop, implement, and/or promote a variety of programs and projects consistent with the Department's goals and services;
 - representing the Department's needs and priorities within these "partnerships";
 - representing the Department in a variety of community outreach activities and public awareness programs;
 - speaking to groups and individuals regarding departmental activities and services; and
 - participating as an active and contributing member of designated community organizations, committees/project teams, and special interest work groups as a representative of the Department.
- Coordinates nursing disaster service duties and serves as a member of the Department Operational Center (DOC) and/or Emergency Operation Center (EOC) in times of disaster.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** Master's degree from an accredited college or university in Public Health Administration, Public Health Nursing, Health Administration or other closely related field;

AND

- **Experience:** Five (5) years of responsible public health nursing experience including at least three years' experience in a management capacity which included responsibilities such as supervision, program planning, budgeting, program evaluation, and quality control and compliance.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid Registered Nurse license issued by the California State Board of Registered Nursing (BRN).
- Applicants are required to be certified as a Public Health Nurse by the California State Board of Registered Nursing (BRN).
- Applicants are required to possess a valid California Driver's License, Class C.

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of management, supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Principles and practices of budgeting, cost analysis, and fiscal management.
- Practices and techniques of administrative and statistical analysis, statistical report preparation, and graphic presentation of analysis.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Community health services, resources and social welfare, as applicable within an agency of similar size, composition and population.
- HIPAA rules and regulations, standard nursing procedures and protocol applicable to public health clinical operations and related services.
- Compliance and compliance principles related to health & social services programs in which Public Health Nurses work and support.
- Continuous quality improvement.
- Quality control principles.
- Public and home health nursing administration and laws and regulations.
- Health care program planning and evaluation.
- Practices and techniques of research, data collection and analysis.
- Federal, state and local laws and regulations governing the health field.
- Public health trends, socio-economic issues affecting County communities and current public health practice models.
- Principles and practices of effective public relations and public speaking.
- Legislative development processes at the county, state and federal levels;
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Supervise, evaluate, train, and develop staff and organize and manage their work.
- Plan for, manage, organize and direct nursing and multiple related services in a public/home health organization developing, short term and long term objectives.

- Determine community service needs, and interpret nursing and health practices to others.
- Evaluate the quality, effectiveness, and fiscal feasibility of diverse services.
- Formulate nursing protocols and administrative procedures.
- Assist in developing and implementing program budgets and preparing effective funding proposals and service plans.
- Display effective organizational and time management principles and techniques.
- Effectively monitor budgets, contracts, invoices and expenditures.
- Understand the principles and application of HIPPA laws.
- Communicate effectively and present ideas and complex material clearly, concisely, logically and persuasively both orally and in writing.
- Establish and maintain effective interpersonal relationships at all organizational levels and with the public.
- Demonstrate cultural sensitivity and communicate effectively with individuals from diverse socioeconomic and educational backgrounds;
- Display a high degree of initiative, maturity, integrity and good judgment.
- Develop and implement operational procedures.
- Identify and analyze administrative problems and implement operational changes.
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Administer contracts and grants according to designated guidelines and regulations.
- Represent the office in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public.
- Prepare a variety of written communications to include reports, policies and procedures.
- Maintain accurate records and document actions taken.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Use modern office equipment to include computers and related software applications.
- Serve as a disaster services worker in an event of an emergency.

PHYSICAL REQUIREMENTS :

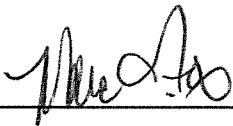
- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling -- Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also requires employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- Office Work: Employees in this class will most often be working in an office setting.
- Work in a Medical Clinic Facility: Employees in this class will visit and work with employees at medical clinic facilities and thus will be subject to exposure to chemicals, toxic agents, blood and other bodily fluids, and communicable diseases. There may also be occasional exposure to extreme temperatures, inadequate lighting, and work space that restricts movement.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

CLASS HISTORY AND CLASS INFORMATION:

Director of Human Resources

- Date Approved by the Director of Human Resources: February 10, 2015
- Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors: June 30, 2003
- Date(s) Revised: February 2003, April 2, 2003