

**County of Humboldt Job Specification**  
**DIRECTOR OF PUBLIC HEALTH NURSING**  
**Classification 0508**  
**FLSA: Exempt**



**DEFINITION**

Under administrative direction, plans, organizes, and provides general direction and oversight for all functions and activities of the County's Division of Public Health Nursing within Health and Human Services. Oversees public health nursing; coordinates assigned activities and fosters cooperative working relationships among County departments, officials, outside agencies, the public, and private groups; provides expert professional assistance to County management staff in areas of responsibility; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Branch Director. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

**CLASS CHARACTERISTICS**

This is a management classification with division head responsibility for the direction and administration of the Division of Public Health Nursing within Department of Health and Human Services. The incumbent is responsible for implementing policy, developing goals and objectives, administering the division's budget, and supervising professional, technical, and administrative staff. The incumbent serves 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)**

*Management reserves the right to add, modify, change, or rescind the work assignment of different positions.*

- Plans, organizes, manages, and directs public health nursing staff and multiple nursing programs, including the Maternal Child and Adolescent Health (MCAH) Program, The Children Medical Services Programs, Foster Care Nursing (HCPCFC), and Home Visiting Programs.
- Develops and directs the implementation of goals, objectives, work standards and division policies and procedures; oversees the preparation and administration of the division's budget.
- Selects, trains, motivates, and directs division personnel; evaluates and reviews work for acceptability and conformance with division standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

- Directs the development of management systems, procedures, and standards for program evaluation; monitors developments relating to public health nursing and evaluates their impact on County operations and implements change.
- Confers with and gives guidance to supervisors regarding matters affecting employer-employee relations; manages the professional development of staff to ensure a high functioning team.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Prepares or directs the preparation of a variety of periodic and special reports related to divisional actions.
- Serves as a liaison for the assigned division to other County departments, divisions, and outside agencies; attends meetings; provides staff support to commissions, committees, and task forces; negotiates and resolves significant and controversial issues.
- Develops and reviews staff reports related to assigned activities and services; presents information to the Board of Supervisors and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Oversees the application for, and monitoring of, grants within the division; reviews scope of work, budget and periodic reports.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Supports Public Health Accreditation by attending meetings, conducting performance management, quality improvements, and strategic planning; provides input into the Community Health Assessment and performance management systems; documents delivery of the three core functions of Public Health and the ten essential Public Health Services and other ongoing processes to help meet standards for ongoing audits by the National Public Health Accreditation Board.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public health nursing; researches emerging products and enhancements and their applicability to County needs.
- Monitors changes in legislation, regulations and technology that may affect programs, services and operations; recommends and implements policy, procedural and training changes to meet mandated requirements.
- Performs related duties as assigned.

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

### **QUALIFICATIONS**

*The requirements listed below are representative of the knowledge and ability required.*

#### **Knowledge of:**

- Operations and services of comprehensive public health nursing programs.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.

- Principles and practices of employee supervision, including planning and assigning work, performance review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and practices of budget and grant development and administration.
- Funding streams for public health nursing programs.
- Roles and responsibilities of nursing staff during public health crises and/or disasters.
- Principles of public health nursing and provisions of the California Nurse Practice Act.
- Principles and practices of public health education and teaching.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to public health nursing programs.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, programs, and ordinances.
- Provide administrative, management, and professional leadership and direction for the public health nursing division and the County.
- Evaluate regulations, and public health problems, and develop effective courses of action.
- Identify community needs, available resources, and overall County priorities.
- Provide technical assistance and staff leadership to boards and commissions within assigned function.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Coordinate public health nursing programs with other departments and agencies.
- Prepare comprehensive technical and administrative reports and documents.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Ensure nursing staff are operating within the scope of practices per mandated laws, rules and regulations.
- Complete needs assessments, analyze data and plan/implement/evaluate nursing programs.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise technical reports, correspondence, and other written material.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Effectively represent the division and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree in nursing from a National League for Nursing accredited four-year college or university, or other educational standards as set forth by the California State Board of Registered Nursing

**and**

Six (6) years of increasingly responsible experience in public health nursing, two (2) of which should be in a program management capacity.

**Licenses and Certifications:**

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.
- Must possess a California Registered Nurse license issued by the California State Board of Registered Nursing.
- Must possess a California State Public Health Nursing certificate.
- Must possess valid CPR certification.

**PHYSICAL DEMANDS**

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; primarily a sedentary office classification although standing and walking between work areas may be

required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person, before groups, and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

### **ENVIRONMENTAL CONDITIONS**

- Employees work in an 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.

### **ADDITIONAL REQUIREMENTS**

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).