



CLASS SPECIFICATION

Modoc County

CLASS CODE:	4025-022
CLASS TITLE:	Public Health Nurse II
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP:	333 (Step A-F \$5,134 - \$6,553)

JOB SUMMARY:

Provides a full range of public health nursing services including teaching, health assessment, and counseling services to individuals, families, and the community in connection with the prevention and control of disease and adverse health conditions; addresses health needs of the community.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of this class compared to PHN is the level of experience. The PHN has the opportunity to receive promotion to PHN II when they have worked as a full-time PHN for 5 years and have demonstrated expertise/mastery as a PHN.

EXAMPLES OF DUTIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.

- Coordinate and schedule clinic activities; order appropriate supplies, medications, vaccines, and health education material.
- Participate in the activities and services of county clinics; identify health care needs through physical assessments of clients; assess developmental level, and nutritional requirements of children and infants; refer to other programs or agencies when appropriate.
- Teach and counsel individuals, families, groups and the community on specific diseases or health conditions, health maintenance, promotion and prevention, or rehabilitation; provide information on health services available to the community; refer to other health care providers as appropriate.
- Conduct community needs assessments; develop plans of care to address health disparities.
- Provide a variety of nursing services in the control and prevention of communicable diseases; investigate suspect/confirmed cases; perform selected diagnostic tests under standardized procedures; give prescribed medications and treatments; develop nursing care plans and serve as a client liaison/advocate.
- Maintain accurate records and prepare reports as required; maintain confidentiality.

- Maintain current knowledge of evidence based practices related to the field of public health nursing.
- All other duties as assigned.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):

Knowledge of:

- Pertinent federal, state, and local laws, regulations, codes that pertain to public health.
- Principles, procedures, and techniques used in planning, evaluating, and administering public health programs.
- Principles and practice of nursing as applied to public health practice and preventive medicine.
- Recent developments, current literature, and sources of information related to the field of public health.
- Principles, practices, and current issues in health education, including mental health, substance use, maternal and child health, and general public health.
- Basic causes and types of treatment for substance abuse, mental health disorders, and public health issues.
- Sociological, cultural, environmental, and economic factors affecting individual and public health.
- Causes, means of transmission, and methods of controlling communicable disease.
- Interviewing and counseling practices and techniques.
- Principles, techniques, and materials used in public health educations.
- Modern office practices and technology, including the use of computers for word processing and records management.

Skill in:

- Interpret, analyze, and apply federal, state, and local laws, rules, regulations, codes, and ordinances.
- Plan, organize, evaluate, and provide leadership in the community health programs and public health nursing activities.
- Analyzed problems, identify alternative solutions, determine consequences of proposed actions, and implement recommendations in support of goals.
- Exercise initiative, ingenuity, and sound judgement in solving difficult administrative, professional, technical, and personnel problems.
- Research and prepare effective public education and information materials.
- React quickly and calmly in emergency situations.

- Conduct effective public presentations.
- Communicate effectively in both oral and written forms.
- Carry out departmental and county missions.

Ability to:

- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Ability to use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.

Required to:

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices.

EXPERIENCE AND TRAINING:

Sufficient education (normally graduation for a four year college or university) to obtain the Registered Nurse and Public Health Nurse certification as well as five years of experience working as a Public Health Nurse. This position will generally be through promotion, but if an individual has previously worked for another county as a PHN for five years, they would qualify to be hired as a PHN II.

Special Requirements:

- Possess a valid license as a Registered Nurse in the State of California.
- Possess a valid license as a Public Health Nurse in the State of California.
- Possess a valid California Class C driver's license. Exceptions to this requirement may be considered on a case by case basis.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

Mobility to work in a typical office setting, use standard office equipment, and drive a motor vehicle in order to visit work sites, home visits, and/or attend meetings; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

All county of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned, and to return to work as ordered in the event of an emergency.

FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met in order for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.


*Position created and approved by the Board of Supervisors on June 27, 2021
Effective: August 1, 2021*

Final verified classification approved by:

DocuSigned by:

Human Resources and Risk Manager Director

Reviewed and approved by:

DocuSigned by:

County Counsel

Received and filed by:

DocuSigned by:

Clerk of the Board