



KINGS COUNTY
Human Resources
Kings County Government
Center
Hanford, CA 93230
www.countyofkings.com

Supervising Public Health Nurse

An Equal Opportunity Employer

SALARY

- \$2,681.60 - \$3,273.60 Biweekly
- \$5,810.13 - \$7,092.80 Monthly
- \$69,721.60 - \$85,113.60 Annually

OPENING DATE: 02/12/10

CLOSING DATE: Continuous

JOB OPPORTUNITY:

Kings County is currently recruiting to fill one full-time position of Supervising Public Health Nurse in the Public Health Department.

About the Position

Reporting to the Deputy Health Director of Nursing, this management-level position assists in the administration of the Public Health Nursing Division and is responsible for planning, organizing, and supervising the work of the Field Nursing Unit.

Supervising Public Health Nurse is the full supervisory level classification in the Public Health Nursing series. Incumbents plan, organize and supervise the work of professional nursing staff and auxiliary medical and support staff and volunteers in several assigned public health programs.

DUTY SAMPLE

- Plans, schedules, assigns, evaluates and directs the work of professional nursing staff, auxiliary public health staff and volunteers engaged in carrying out one or more public health programs, projects or activities;
- Develops and reviews standards of performance for supervised classifications; advises staff on the interpretation and application of department policies and protocols and public health laws and regulations; recommends and assists in the development, implementation and evaluation of program goals and objectives; develops and implements policies and procedures;
- Evaluates operations and activities of assigned responsibilities; may prepare and submit grant applications; may prepare reports of grant-funded operations and activities; participates in county budget preparation and develops and administers

- program budgets; prepares cost estimates for budgets recommendations;
- Submits justifications for various public health nursing activities and programs, including staffing, equipment, materials and supplies; monitors and controls expenditures; evaluates and assures quality of nursing practice;
 - Participates in the selection of staff; provides or coordinates staff orientation and training; provides direction to subordinate staff regarding difficult, complex or complicated cases; conducts performance evaluations; recommends discipline and implements disciplinary procedures as directed;
 - Collaborates with other health care providers, professionals, community representatives in assessing implementation and evaluation of assigned programs; represents the department on various local, regional and state committees related to assigned public health programs or activities;
 - ♦Ensures compliance with universal precautions, safety and other procedures per federal and state CLIA and OSHA regulations; attends conferences, trainings and meetings.

MINIMUM QUALIFICATIONS

Licenses/Certificate: Possession of:

1. A valid license to practice as a Registered Nurse in the State of California
2. A valid California Public Health Nursing Certificate
3. A valid CPR certificate (adult, child and infant) and
4. A valid California driver's license issued by the Department of Motor Vehicles.

Experience:

Any combination of relevant experience that would likely provide the required knowledge, skills and abilities necessary for the nursing assignment is qualifying. A typical way to obtain the required experience would be:

Option 1

One year of public health nursing experience equivalent to a Senior Public Health Nurse in Kings County.

Option 2

Two years of public health nursing experience equivalent to a Public Health Nurse II in Kings County. (Possession of a Master's degree in nursing, public health or a closely related field may substitute of one year of the required experience.)

Option 3

Four years professional nursing experience in public health, home health or field nursing equivalent to a Public Health Nurse II in Kings County, which must include at least two years of nursing experience in program coordination or supervision. (Possession of a Master's degree in nursing, public health or a closely related field may substitute of one year of the required experience.)

Detailed Job Description available upon request.

SELECTION PROCESS

All completed applications and supplemental questionnaires will be reviewed. Depending upon the applicants who meet the minimum qualifications, the examination process may include: a qualifications screening and/or an oral examination (100%) to determine placement on the eligible list.

**VETERAN'S PREFERENCE AVAILABLE UPON REQUEST
EQUAL OPPORTUNITY EMPLOYER**

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.countyofkings.com/hr/index.html>

OR

Kings County Human Resources
(559)582-3211 ext 2510

EXAM #2009-062
SUPERVISING PUBLIC HEALTH NURSE
KM

Supervising Public Health Nurse Supplemental Questionnaire

(All below questions must be answered)

1. Do you possess a valid California license as a Registered Nurse?

- Yes
- No

2. Do you possess valid certification from the State of California in Public Health Nursing?

- Yes, I possess a valid certification from the State of California in Public Health Nursing
- No, I do not possess valid certification from the State of California in Public Health Nursing

3. Do you possess an active, valid CPR certificate?

- Yes
- No, I do not possess an active valid CPR certificate.

4. Do you possess a valid California Driver's License?

- Yes
- No

5. Please describe your public health nursing management or supervisory experience. Include in your response the name of employer, dates of employment, and position(s) held. Note: Work experience listed needs to be reflected on application also.

6. By choosing "**Accept**" below, I hereby certify that all information provided in this application and the supplemental questions is accurate and complete to the best of my knowledge. I understand that all information provided herein is subject to verification. I further understand and agree that any misstatements or omissions of material fact will cause forfeiture on my part of all rights to employment with Kings County. I also understand that my application may be rejected if it is not completed in it's entirety; including providing current and past employment addresses, contact phone numbers, and reasons for leaving.

I ACCEPT