

**COUNTY OF SOLANO**  
**NURSING SUPERVISOR**

**DEFINITION**

Plans, organizes and supervises professional staff engaged in one or more public service programs; assists in the formulation of policies and procedures; supervises and serves as a consulting resource for a large staff involved in providing health, social and mental health services; serves as a member of the department's management/supervisory team.

**CLASS CHARACTERISTICS**

This supervisory level class is characterized by the responsibility for the effective and economical use of resources available to develop and implement health programs. Incumbents assist in the formulation of policies and procedures. Supervises and serves as a consulting resource for a large staff involved in providing health services such as public health nursing or home health nursing. This class is distinguished from the Nursing Services Director in that the latter is responsible for the overall operation of the Nursing Division of the Health Department.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Program Administrator.

Exercises supervision over assigned group of nursing and public health professionals and clerical staff.

**EXAMPLES OF DUTIES** *-Duties may include but are not limited to the following:*

Plans, organizes directs and coordinates program activities and work of one or more nursing programs which may include specialty units to meet needs of target populations or specific health problems; ensures program compliance with applicable laws, regulations and department policies.

Supervises professional, technical and clerical staff; assigns and reviews work; maintains standards through the effective coordination of activities; allocates personnel; acts on employee problems; provides recommendations concerning employee selection, transfers, promotions, discipline, discharge and salary issues.

Conducts periodic meetings of staff to provide information, resolve problems, give program directions and evaluate policy effectiveness of assigned health programs; instructs staff on safety and risk issues in the field; trains and monitors staff on critical decision making.

Assists in the formulation and revision of nursing protocols, program policies and procedures to ensure quality of nursing care services; evaluates their effectiveness and insures compliance with local, state and federal regulations; evaluates compliance with policies, procedures and protocols.

Coordinates program activities with health agencies, providers and community groups to maintain an effective delivery of health services; coordinates services delivery and planning with other components of the Health Department; assists in establishing and maintaining the agency's community resources network.

Prepares correspondence, reports and memoranda; assists in the preparation of budget, grants, proposals, and contracts; collects and analyzes data for use in identification of community health needs and budget development.

Performs various related administrative tasks; participates in a variety of regularly scheduled meetings; participates in emergency and special meetings; maintains and reconciles vouchers and purchase authorizations; participates in budget preparation tasks.

May be assigned additional supervisory and/or administrative duties.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of health/home nursing, including community aspects of nursing programs and provisions for continuity of patient care.

Federal and state laws and regulations governing public health.

Causes and means of transmission and methods of control of communicable diseases.

Child growth and development procedures involved in promoting maternal and child health.

Environmental, sociological and psychological problems encountered in carrying on a health program.

Trends in public health nursing.

Work of other social and health agencies and functions of other professions as related to public health nursing.

Sociological and emotional problems involved in care of the handicapped and those accompanying disease.

Principles of mental health.

Use and effects of medicines.

Principles of clinical health screening including charting histories and system reviews.

Principles and practices of management including supervision, training, program planning and implementation.

Principles and practices of program evaluation related to nursing services.

Current concepts and trends in professional nursing practices.

Laws and regulations governing assigned public health programs.

**Skills to:**

Utilize basic office equipment as well as medical supplies, tools, and equipment.

Drive a motor vehicle.

**Ability to:**

Plan, organize and direct assigned Public Health programs.

Supervise a large and diversified staff.

Monitor and evaluate program effectiveness.

Determine and evaluate levels of achievement and performance.

Recognize and respect limit of authority and responsibility.

Establish effective working relationships with local agencies/organizations and the general public.

Interpret and ensure compliance with laws, rules and regulations.

Communicate effectively both verbally and in writing.

Formulate, promote and implement a variety of assigned nursing programs.

Organize and prioritize work assignments.

Understand program objectives in relation to departmental goals and procedures.

Secure cooperation and teamwork among professional and support staff.

Project consequences of decisions.

Research regulations, procedures and/or technical reference materials.

Compile and analyze complex data to establish/identify needs and evaluate program effectiveness.

Prepare grants, budgets, and narrative and/or statistical reports.  
Identify and analyze administrative problems and implement operational changes.

Supervise the work of other engaged in assigned nursing activity.

Understand and analyze expenditure reports.

Administer and manage financial activities.

Maintain confidentiality of information.

### **Experience and Education/Training**

#### **Experience:**

Three (3) years of general public health or mental health nursing experience, depending on area of assignment, which includes one year of supervisory and/or program coordinator responsibility.

#### **Education/Training:**

Bachelor's degree is required from an accredited college or university in Public Health, or Nursing administration. A Master's degree is desirable.

### **SPECIAL REQUIREMENTS**

Possession of a valid Registered Nurse license issued by California Board of Registered Nursing.

Possession of a California State Public Health nursing certificate is required for positions allocated to the Public Health section of the nursing Division.

Possession of or ability to obtain a valid Class III California driver's license may be required.

Must possess CPR card.

### **SUPPLEMENTAL INFORMATION**

Independent travel will be required.

Positions allocated to this class may require specialization in target populations or programs.

Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Incumbents must be able to work in an environment that may include exposure to communicable disease.

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Director of Human Resources

**Revised Date:** February 2003

**BOS Date:** June 30, 2003

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