



**Health & Human Services  
Agency  
COUNTY OF TULARE  
AGENDA ITEM**

**BOARD OF SUPERVISORS**

KUYLER CROCKER  
District One  
PETE VANDER POEL  
District Two  
AMY SHUKLIAN  
District Three  
EDDIE VALERO  
District Four  
DENNIS TOWNSEND  
District Five

**AGENDA DATE:** April 30, 2019 REVISED

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Personnel Resolution attached	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
CONTACT PERSON: Karen M. Elliott    PHONE: 559-624-8400		

**SUBJECT:** Approve position allocation changes to the Health and Human Services Agency's Public Health Branch

**REQUEST(S):**

That the Board of Supervisors:

1. Approve the new classification of Public Health Nurse Manager and the attached job specification; and
2. Approve the Personnel Resolution to add one (1) FTE Public Health Nurse Manager Position and delete one (1) FTE Supervising Nurse I Position, effective May 12, 2019.

**SUMMARY:**

The Health and Human Services Agency (HHS) Public Health Branch is respectfully requesting the addition of one (1) Public Health Nurse Manager position. This position will support the work of HHS through supervision of the public health nursing programs.

The Public Health Nurse Manager position is being added to ensure the Public Health Branch is in compliance with the California Code of Regulations, Title 17, Division 1, Chapter 3, which requires local health departments to have a Director of Public Health Nursing. The Public Health Nurse Manager position will serve at the State level as the Director of Public Health Nursing and oversees nursing services at the County level which are focused on the control and prevention of communicable and chronic diseases; promotion of maternal, child, and adolescent health; outreach screening, case management, resource coordination, and

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assessment while optimizing resources for achieving individual and community health outcomes.

The Public Health Nurse Manager will be responsible for the supervision of public health nurses in the various public health nursing programs. This position is invaluable as it will serve in a lead capacity to ensure the delivery of excellent program and nursing services within the community. The Public Health Nurse Manager position will have a broad oversight responsibility and ensure compliance with laws, regulations, codes, and agency programs and policies. Public health nurses are qualified and knowledgeable in matters pertaining to health, safety, and sanitation within the local health jurisdiction. Public health nurses also partner with local community agencies to ensure individuals and families receive needed preventative and healthcare services. This position will report to a Division Manager or higher within the Public Health Branch.

In the past, the Director of Public Health Nursing requirement was fulfilled with the Public Health Manager classification. However, to ensure alignment with all mandated requirements, HHSA Public Health Branch is requesting approval for this new classification and allocation of one (1) position to HHSA's Public Health Branch. To remain fiscally sustainable, the department is recommending to delete one (1) Supervising Nurse I position, which covers the majority of the new position cost.

**FISCAL IMPACT/FINANCING:**

HHSA Public Health Branch is requesting to add one (1) Public Health Nurse Manager position. The cost of this position is primarily covered by the deletion of one (1) Supervising Nurse I position, and salary savings the Branch has had this fiscal year. In future years, the primary funding for this position is health realignment and this position will have no additional net cost to the County General Fund.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The County's five-year strategic plan includes "Quality of Life Initiative" to promote supportive services for at-risk adults. The addition of the Public Health Nurse Manager position will benefit all of the citizens of Tulare County by providing essential oversight of the public health nursing programs. The public health nursing programs promote health and well-being to the residents of Tulare County and with the addition of this position it will increase the county's ability to fulfill that obligation.

**ADMINISTRATIVE SIGN-OFF:**



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Karen M. Elliott  
Director of Public Health

**SUBJECT:** Approve position allocation changes to the Health and Human Services Agency's Public Health Branch

**DATE:** April 30, 2019

cc: County Administrative Office  
Human Resources and Development

Attachment(s) Personnel Resolution  
Job Specifications- Public Health Nurse Manager

# BEFORE THE BOARD OF SUPERVISORS COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF APPROVE POSITION ) Resolution No. \_\_\_\_\_  
ALLOCATION CHANGES TO THE HEALTH ) Agreement No. \_\_\_\_\_  
AND HUMAN SERVICES AGENCY'S )  
PUBLIC HEALTH BRANCH )

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD \_\_\_\_\_  
\_\_\_\_\_, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: JASON T. BRITT  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

1. Approved the new classification of Public Health Nurse Manager and the attached job specification; and
2. Approved the Personnel Resolution to add one (1) FTE Public Health Nurse Manager Position and delete one (1) FTE Supervising Nurse I Position, effective May 12, 2019.

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

**IN THE MATTER OF NEW OR AMENDED     )     Resolution No. 2019-  
CLASS SPECIFICATIONS, CLASS         )     Agreement No.  
DESIGNATIONS AND COMPENSATION     )**

Upon Motion of Supervisor (Name), seconded by Supervisor (Name), the following was adopted by the Board of Supervisors, at an official meeting held April 30, 2019 by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

Attest:           Jason T. Britt  
                  County Administrative Officer/  
                  Clerk, Board of Supervisors

By:               \_\_\_\_\_

Deputy Clerk

\* \* \* \* \*

**Adopt the following new or amended class specifications, class designations, and compensation effective: May 12, 2019**

**Nurse-Public Health Manager**, Item No. 032662, Salary Grade: 141 (\$106,809 Annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 pay periods.

# BEFORE THE BOARD OF SUPERVISORS COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF AMENDING THE  
POSITION ALLOCATION LISTING

)  
)

Resolution No. 2019-

Upon Motion of Supervisor (Name), Seconded by Supervisor (Name), the following was adopted by the Board of Supervisors, at an official meeting held April 30, 2019 by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

Attest: Jason T. Britt  
County Administrative Officer/  
Clerk, Board of Supervisors

By: \_\_\_\_\_  
Deputy Clerk

Add, Delete, Reclassify or Amend	Effective Date	Previous Job Code	Previous Class Title	New Job Code	New Class Title	No. Of Pos	FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
DELETE	5/12/19	050410	Nurse I-Supervisor			1	1	763	7382	142302	1426023
ADD	5/12/19			032662	Nurse-Public Health Manager	1	1	141	****	142302	1426047

Explanation: Delete one (1) vacant Nurse I-Supervisor position. Add one (1) Nurse-Public Health Manager.

# **PUBLIC HEALTH NURSE MANAGER**

## **County of Tulare**

### **DEFINITION**

To plan, organize and direct fiscal, personnel, and program matters for public health nursing. Coordinate, direct, organize and supervise public health nurses and support staff who administer and/or oversee a variety of County-wide community programs and public health staff.

### **DISTINGUISHING CHARACTERISTICS**

The Public Health Nurse Manager supervises the public health nurse workforce and allied personnel to ensure excellent program and nursing services and understanding of and compliance with laws, regulations, codes, and agency programs and policies. This position serves at the State level as the Director of Public Health Nursing and oversees nursing services at the County level which are focused on the control and prevention of communicable and chronic diseases; promotion of maternal, child, and adolescent health; outreach screening, case management, resource coordination, and assessment while optimizing resources for achieving individual and community health outcomes.

### **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Division Manager of Public Health Nursing and Prevention Services or a higher level position. Responsibilities include the direct and indirect supervision of program staff.

### **DUTIES**

Develop, implement, interpret, analyze and evaluate programs, operating procedures, and policies of the program.

Plan, develop, coordinate, and implement programs for nursing education, orientation, student field experience, and in-service education.

Research and write comprehensive reports.

Prepare, review, and monitor budgets for Public Health programs.

Write, review, and monitor grants.

Ensure program staff is informed of and complies with administrative, budgetary, and personnel policies and procedures, including the oversight and adherence to appropriate HIPAA, health regulations, codes, licensure, and certification requirements.

Directs and oversees a quality management process that includes establishing goals and objectives, enhancing staff and resource and development.

Supervise, train, and maintain standards of practice and evaluating employee performance and competency.

County of Tulare  
PUBLIC HEALTH NURSE MANAGER

Coordinate Medi-Cal care services and acute communicable disease programs with the Health Officer/Medical Director.

Oversees and coordinates nursing preparedness and response to natural disasters and other emergencies.

Assume the responsibility of unit supervisors in their absence.

Address and resolve inter-professional and intra-disciplinary problems.

Perform studies using analytics and assessment skills and complete special projects to reduce population-based health risks.

Develop and review new funding resources and grant opportunities.

Review and respond to State program audits and compliance reports.

Evaluate Public Health programs to determine present and future needs of the community.

Incorporate ethical standards of practice, develop organizational values and assure quality control standards are in place.

Coordinate strategic planning efforts, community health needs assessment or other activities for program and service improvements.

Attend and conduct a variety of public meetings representing the program, and explain the goals and objectives.

Assess community needs with implementing and conducting surveys, studies, and projects related to public health.

Develop and direct the delivery of public health activities and community health programs.

Evaluate the operation of field and clinic services.

Support the integration of nursing services throughout the County.

Collaborate with relevant professional organizations, and works with State of California departments to implement services and public health policy.

**Essential job duties may be assigned that are not listed above but are relative to this job classification.** (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)



## **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

### **Knowledge of:**

- Principles and practices of health administration including the effective delivery of healthcare services.
- Principles, methods, and procedures of nursing.
- Policies and practices of personnel management, fiscal management, and grant administration.
- Community aspects of nursing programs.
- Causes, treatment, prevention, and early detection of communicable diseases, chronic diseases, handicapping conditions, mental illness and other disabling conditions.
- Sociological, psychological, and physical problems involved in nursing.
- Community resources available for patient assistance.
- Current laws, regulations, trends, and concepts relative to professional nursing practices.
- Principles and methods of supervision including counseling, motivating, and training.

### **Skill/Ability to:**

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles, attitudes and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Plan, organize and supervise the work of public health nursing and the various direct functions of the division to ensure the effective delivery of healthcare services.
- Develop relationships and serve as a liaison with agencies throughout the county, state, and regional levels.
- Exercise responsibility, initiative, and independent judgment, in solving highly specialized nursing administration matters.
- Coordinate various programs and services.
- Evaluate program effectiveness.
- Develop and implement procedures, policies, and protocols.
- Analyze and evaluate operating procedures to develop effective improvements.
- Plan and coordinate program activities with other divisions and/or agencies.
- Prepare and monitor annual budgets.
- Research and write comprehensive reports.
- Work effectively with individuals and families to assist them in satisfactory solution of health problems.
- Establish and maintain productive working relationships with other departments, agencies, and the general public.
- Instruct staff in the prevention of disease, promotion of health, and nursing care of an ill or injured person.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, verbally and in writing.
- Complete multiple priority projects with strict deadlines.
- Maintain confidentiality of patient/client information.
- Determine the appropriate action in an emergency or stressful situation.

**Education:**

- Equivalent to graduation from an accredited college or university with a Bachelor's degree in nursing.

**Experience:**

- Two (2) years of experience as a Public Health Nurse, preferably in a public health community/home visiting setting, in which one (1) year of experience must have been as a supervisor over public health nursing staff.

**License or Certificate**

- Must possess and maintain a valid California Public Health Nursing certificate.
- Possession of, or ability to obtain, an appropriate, valid California driver's license.

[Public Health Nurse Manager] Job Code: 032662; Res: XX\_XXXX; Approved: XX/XX/XX

**PROPOSED Supplemental Information**

Overtime Status: Exempt

Probation: 6 Months

BU: 19

Grade: 141 Salary: \$87,639 - \$106,809